

Secretary 220 Day

2023-2024

July						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
January						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
February						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

September						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
March						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

October						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
April						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

November						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
May						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

December						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
June						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Legend

Holidays

FYI

- Non Work Day
- Pay Date
- Work Day
- Holidays
- 5 days to reflect 220 day contract

- 09/04/23 Labor Day
- 10/19/23 Fall Break
- 10/20/23 Fall Break
- 11/22/23 Thanksgiving
- 11/23/23 Thanksgiving
- 11/24/23 Thanksgiving
- 12/25/23 Start of Winter Break
- 01/05/24 End of Winter Break
- 01/01/24 New Year's Day
- 01/15/24 Martin Luther King Jr. Day
- 02/19/24 Presidents' Day
- 03/25/24 Start of Spring Break
- 03/29/24 End of Spring Break
- 05/27/24 Memorial Day

Leave (full-time employees only)

- Annual leave : 8 days
- Sick leave : 10 days
- Floating holiday : 1 days

- 220 day work calendar (start 7-26-23 end 6-07-24)
- Semimonthly pay period
- 24 paychecks
- 1st payday of fiscal year is 9-5-23
- Last payday of fiscal year is 8-20-24
- Paid on the 5th and the 20th of each month

Contract Days

- 7-26 to 8-9-23 In Office Before School Begins (10 days)
- 8-10-23 Opening Kickoff/Annual Training
- 8-11, 8-14, 8-15, & 8-16 In Office Before School Begins (4 days)
- 2-16-24 District Day at THS or Worksite
- 10-23, 12-22, 3-08, & 5-23 End of Term (4 days)
- 05-24 to 6-07-24 In Office After School Ends (10 days)
- 5 Choice Days Scheduled/Principal Before, During & After School Year

Time Card Dates (extra hours outside of contract)

Pay Period	Due Date	Pay Date
6th to the 20th	22nd	5th
21st to the 5th	7th	20th