



Implementation Procedures

SUMMARY OF NON-STUDENT TIME 2023-24

Contracted Scheduled Non-Student Days

DATE	DAY OF WEEK	PURPOSE	OTHER INFORMATION	I or DB
August 30, 31 2023	Wed, Thurs	Non student days	Supplemental pay, no leaves*	DB/I
September 5	Tuesday	Non-student day	Supplemental Pay, no leaves*	DB/I
October 20	Friday	Non-student day	Base contract, leaves apply	DB/I
January 29, 2024	Monday	Non-student day	Supplemental pay, no leaves*	I/I
March 15	Friday	Non-student day	Base contract, leaves apply	DB/I
May 24	Friday	Non-student day	Base contract, leaves apply	DB/I
June 24 (or last day of school)	Monday	Early Release	Base contract, leaves apply	ER/I

- * *If an employee is unable to work a supplemental day, the supervisor will provide make-up opportunities. A one-week prior notification by the employee is required, except for illness or emergency. Make-up opportunities will be scheduled and designed by the supervisor with input by the staff member.*
- ** *I = Individual time*
DB = District/Building time
- *** *ER = Early Release for Students*

NOTE: *All non-student, supplemental days are scheduled from 7:30a.m.-3:00 p.m. for all employees.*

During building time on October 20, 2023, PE, Music teachers and Librarians, can attend district level job alike meetings