

**CONTRACTED DAYS AND HOLIDAY SCHEDULE
EDUCATION SUPPORT PROFESSIONAL EMPLOYEES
2023-2024**

HOLIDAYS

School Secretaries (220 Days)	12 Month Support Professional Employees
Labor Day (Sept 4) Thanksgiving - 3 Days (Nov 22, 23 & 24) Winter Break - 2 Days (Dec 25 & 26) New Years (Jan 1) Martin Luther King Day (Jan 15) Presidents Day (Feb 19) Spring Break - 2 Days (March 28 & 29) Memorial Day (May 27) Floating Holiday - 1 Day	Independence Day (July 4) Pioneer Day (July 24) Labor Day (Sept 4) Thanksgiving - 3 Days (Nov 22, 23 & 24) Winter Break - 2 Days (Dec 25 & 26) New Years (Jan 1) Martin Luther King Day (Jan 15) Presidents Day (Feb 19) Spring Break - 2 Days (March 28 & 29) Memorial Day (May 27) Floating Holiday - 1 Day

CONTRACT DAYS

SCHOOL SECRETARIES (220 DAYS):

- 173 Student Contact Days
- 10 Days - July 26, 27, 31 - Aug 9 - In Office Before
- 1 Day - Aug 10 -Opening Kickoff/Annual Training
- 4 Days - Aug 11-16 In Office Before School Begins
- 1 Day - Feb 16 - District Day at THS or Worksite
- 4 Days - Oct 23, Dec 22, Mar 8, May 23-End of Term
- 10 Days - May 24 - June 7 - In Office After School Ends
- 12 Paid Holidays
- 5 Days, not listed above, Scheduled w/Principal Before, During & After School Year (July 2023-June 2024)

AIDES - ELEMENTARY & SECONDARY (177 Days):

- 173 Days - Student Contact
- 1 Day - Aug 10 - Opening Kickoff/Annual Training
- 2 Days - Aug 15 & 16 - In Classroom
- 1 Day - Feb 16 - District Day at THS or Worksite

AIDES - MEDIA (183 Days):

- 173 Days - Student Contact
- 1 Day - Aug 10 - Opening Kickoff/Annual Training
- 4 Days - Aug 11-16 - Before School Begins
- 1 Day - Feb 16 - District Day at THS or Worksite
- 4 Days - May 23, 24, 28, 29 - After School Release

AIDES - SPECIAL EDUCATION (177 Days):

- 173 Days - Student Contact
- 1 Day - Aug 10 - Opening Kickoff/Annual Training
- 2 Day - Aug 15 & 16 - In Classroom
- 1 Day - Feb 16 - District Day at THS or at Worksite

TRANSPORTATION (177 Days):

- 173 Days - Student Contact
- 1 Day - Aug 10 - District Day
- 1 Day - Aug 11 - Transportation Inservice
- 1 Day - October 23 - Training w/Supervisor
- 1 Day - Feb 16 - Training w/Supervisor

SECRETARIES - ELEMENTARY PART TIME (187 Days):

- 173 Days - Student Contact
- 2 Days - Aug 15 & 16 - In Office Before School Begins
- 1 Day - Aug 10 - Opening Kickoff/District in-service
- 1 Day - Feb 16 - District Day at THS or Worksite
- 10 Days, not listed above, Scheduled w/Principal Before, During, & After School Year (July-June 2024)

CHILD NUTRITION:

CNP Managers (180 Contract Days)

- 173 Days - Serving Days
- 2 Days - Aug 8 & 9 - CNP Summit
- 1 Day - Aug 11 - Submit Startup orders
- 1 Day - Aug 10 - District In-Service
- 1 Day - Aug 16 - Clean and Open Kitchen
- 1 Day - Feb 16 - District Day
- 1 Day - May 23 - Clean and Close Kitchen

CNP COOKS (177 Contract Days):

- 173 Days - Serving Days
- 1 Day - Aug 10 - District In-Service
- 1 Day - Aug 16 - Clean and Open Kitchen
- 1 Day - Feb 16 - District Day
- 1 Day - May 23 - Clean and Close Kitchen

CNP MANAGERS 4-Day School Week (148 Contract Days):

- 142 Days - Serving Days
- 2 Days - Aug 8 & 9 - CNP Summit
- 1 Day - Before Aug 11 - Submit Startup Orders
- 1 Day - Aug 10 - District In-Service
- 1 Day - Aug 16 - Clean and Open Kitchen
- 1 Day - May 23 - Clean and Close Kitchen

CNP COOKS 4-Day School Week (145 Contract Days)

- 142 Days - Serving Days
- 1 Day - Aug 10 - District In-Service
- 1 Day - Aug 16 - Clean and Open Kitchen
- 1 Day - May 23 - Clean and Close Kitchen