

2024-2025 EMPLOYEE WORK DAYS (DRAFT)

(Please note that the working calendars can be found in Employee Access under the employee information tab. Effective July 1st, the 2024-2025 working calendars will be viewable in Employee Access)

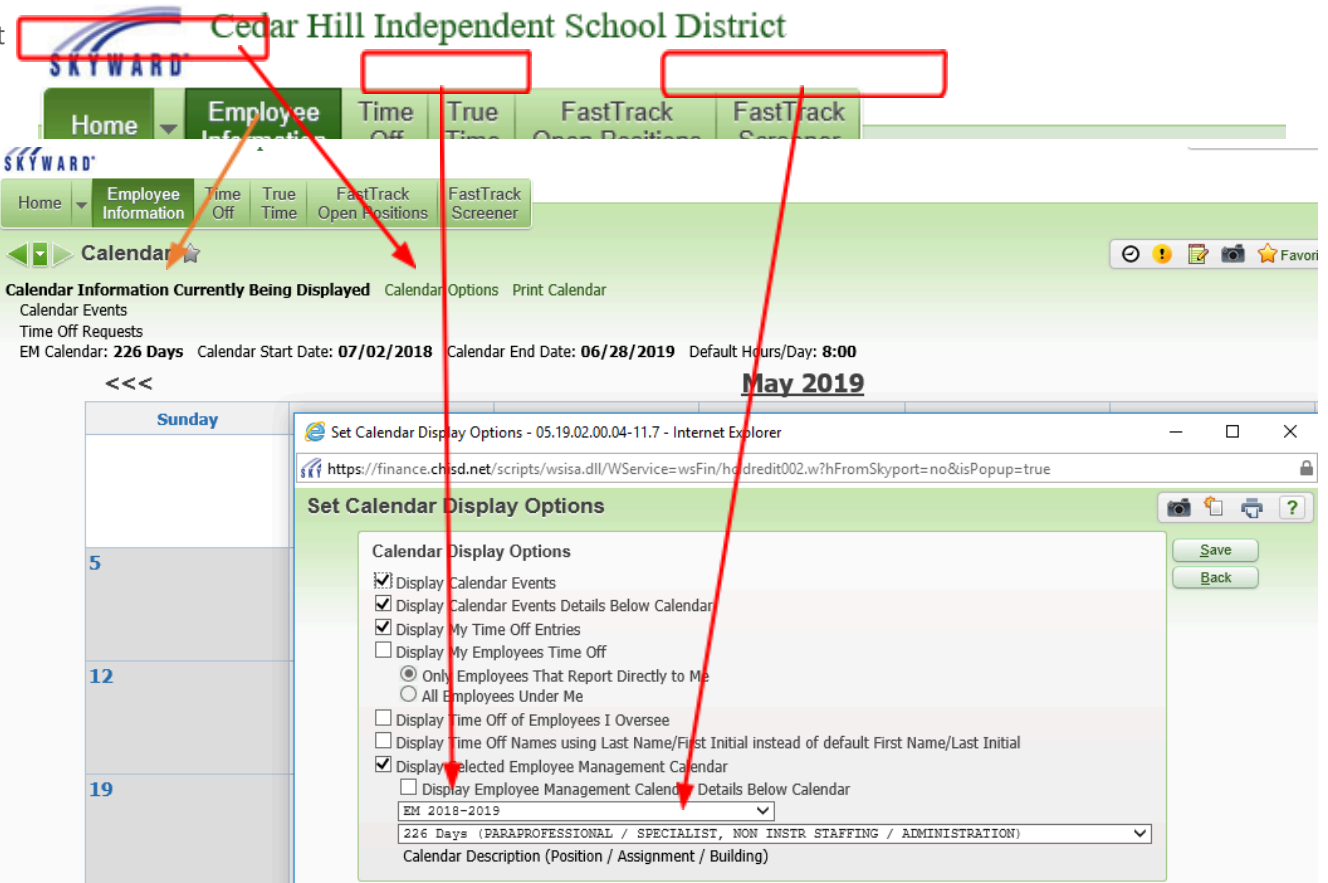
DESCRIPTION	Start date	End date
170 Days (CROSSING GUARDS)	08/09/2024	05/22/2025
172 Days (CHILD NUTRITION-WORKERS)	08/07/2024	05/22/2025
174 Days (CHILD NUTRITION-MANAGERS)	08/05/2024	05/22/2025
178 Days (SECURITY GUARDS)	07/29/2024	05/23/2025
180 Days (BUS DRIVERS)	08/06/2024	05/22/2025
187 Days (TEACHERS, CLASSROOM AIDES, LIBRARY AIDES)	07/30/2024	05/23/2025
190 Days (LIBRARIANS/ SR. LIBRARY AIDES, NURSE/NURSE AIDES)	07/29/2024	05/28/2025
192 Days (COUNSELOR INTERVENTIONIST SPECIALIST, SPECIAL ED-DIAGS, BEHAVIORAL SPEC., DYSLEXIA SPEC., SLP., LSP, VISION IMPAIRMENT SPECIALIST, AUDITORY IMPAIRMENT SPECIALIST)	07/29/2024	05/30/2025
197 Days (ATTENDANCE CLERKS, CAMPUS RECEPTIONISTS, ELEM SECRETARIES ATHLETICS HEAD TRAINERS, CEDAR HILL HIGH CATE TEACHERS., COORD.INITIATIVE LIAISON, ELEMENTARY COUNSELORS, SPECIAL ED COUNSELORS)	07/22/2024	05/30/2025
197 Days (CAMPUS TECHNICIANS)	08/05/2024	06/13/2025
202 Days (SECONDARY COUNSELORS/COUNSELOR SECRETARIES)	07/15/2024	05/30/2025
202 Days (INSTRUCTIONAL SPECIALIST)	07/24/2024	06/10/2025
207 Days (ASSIST. PRINCIPAL SECRETARIES, BAND HIGH SCHOOL ASSISTANT, DISCIPLINE/COUNSELOR CLERK, REGISTRARS MIDDLE SCHOOLS, ASSIST. PRINCIPALS)	07/15/2024	06/06/2025
207 Days (ARD FACILITATOR, ADAPTED PE COORDINATOR)	07/29/2024	06/20/2025
212 Days (DAEP/STRIVE ACADEMY PRINCIPAL)	07/15/2024	06/13/2025
215 Days (LEAD ATTENDANCE HS)	07/09/2024	06/12/2025
217 Days (DATA SPECIALIST & ELEM PRINCIPALS)	07/08/2024	06/13/2025

Revised 07/13/2023

Viewing working calendars in Employee Access

Log in to your Employee Access account and select Employee Information tab then Calendar.

Select Cedar Hill Independent School District



The screenshot shows the Employee Access interface for Cedar Hill Independent School District. The navigation menu includes Home, Employee Information, Time Off, True Time, FastTrack Open Positions, and FastTrack Screener. The 'Employee Information' tab is selected, and the 'Calendar' link is highlighted. The 'Set Calendar Display Options' dialog box is open, showing the following options:

- Display Calendar Events
- Display Calendar Events Details Below Calendar
- Display My Time Off Entries
- Display My Employees Time Off
 - Only Employees That Report Directly to Me
 - All Employees Under Me
- Display Time Off of Employees I Oversee
- Display Time Off Names using Last Name/First Initial instead of default First Name/Last Initial
- Display Selected Employee Management Calendar
 - Display Employee Management Calendar Details Below Calendar

The dialog box also shows a dropdown menu for the school year (EM 2018-2019) and a dropdown menu for the calendar description (226 Days (PARAPROFESSIONAL / SPECIALIST, NON INSTR STAFFING / ADMINISTRATION)).

Calendar Options to make sure your options are as shown on the example screen shot below. Make sure to select the correct school year and your current assignment then save.

The screen shot below shows you an example of an employee's working calendar for the month of December.



- Home
- Employee Information
- Time Off
- True Time
- FastTrack Open Positions
- FastTrack Screener

Calendar

Favorites
 New Window
 My P

Calendar Information Currently Being Displayed [Calendar Options](#) [Print Calendar](#)

Calendar Events

Time Off Requests

EM Calendar: 226 Days Calendar Start Date: 07/02/2018 Calendar End Date: 06/28/2019 Default Hours/Day: 8:00

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December 2018

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24 Christmas (0:00)	25 Christmas(0:00)	26 Christmas(0:00)	27 Christmas(0:00)	28 Christmas(0:00)	29
30	31 Christmas(0:00)					

EM Calendar Legend: - Scheduled Day - Non Scheduled Day - Day Not Included in Calendar