

WORK SCHEDULE

12 MONTH

CLERICAL, DOCUMENT SERVICES, NON-EXEMPT TECHNOLOGY,  
NON-EXEMPT MISCELLANEOUS

August 1, 2023 – July 31, 2024

**August 2023**

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		

**September 2023**

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

**October 2023**

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				

**November 2023**

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		

**December 2023**

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 2024**

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
23	22	23	24	25	26	27
28	29	30	31			

**AUGUST**  
4-Hour Work Day .....11

**SEPTEMBER**  
Holiday (Labor Day) .....4

**OCTOBER**  
Professional Development/Work Day:  
4 Hours .....13

**NOVEMBER**  
Holiday (Thanksgiving Break) .....23

**DECEMBER**  
4-Hour Work Day .....21  
Holiday (Winter Break) .....25, 26, 27, 28

**JANUARY**  
Holiday (Winter Break) .....1, 2, 3, 4

**FEBRUARY**  
Professional Development/Work Day:  
4 Hours .....16

**MARCH**  
Holiday (Spring Break) .....27, 28

**APRIL**

**MAY**  
Holiday (Memorial Day) .....27

**JUNE**  
4-Hour Work Day .....7

**JULY**  
Holiday (Independence Day) .....4

**February 2024**

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		

**March 2024**

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 2024**

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
23	22	23	24	25	26	27
28	29	30				

**May 2024**

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	

**June 2024**

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						

**July 2024**

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
23	22	23	24	25	26	27
28	29	30	31			

- KEY**
- ★ Begin / End
  - Non-Work Day/Holiday
  - 4-Hour Day (no lunch)
  - Professional Development/Work Day:  
4-Hour Day (no lunch)



14 Holidays per Contract

**WORK SCHEDULE**  
9.5 Hours per Day = 9 hours work +  
1/2 hour unpaid lunch

**Note:** Transition Coaches  
9 Hours per Day = 8.5 hours work +  
1/2 hour paid lunch