

**Administrative Assistant 220
CALENDAR 2027 - 2028**

JULY

			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

TOTAL DAYS - 15

AUGUST

2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

TOTAL DAYS - 22

SEPTEMBER

		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

TOTAL DAYS - 21

OCTOBER

				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

TOTAL DAYS - 16

NOVEMBER

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

TOTAL DAYS - 19

DECEMBER

		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

TOTAL DAYS - 13

JANUARY

3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

TOTAL DAYS - 20

FEBRUARY

	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29			

TOTAL DAYS - 16

MARCH

		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

TOTAL DAYS - 22

APRIL

3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

TOTAL DAYS - 15

MAY

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

TOTAL DAYS - 22

JUNE

			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

TOTAL DAYS - 16

GRAND TOTAL 217 DAYS

If we have a snow day and do not attend school, Administrative Assistants are not required to work but must work the designated snow make-up day. It is expected Administrative Assistants work a normal shift on 2 hr delays.

The principal must approve any changes in your schedule (time/days) in advance. Three additional work days may be added with Principal approval.

Absences must be called into the Aesop system (1-800-942-3767).