

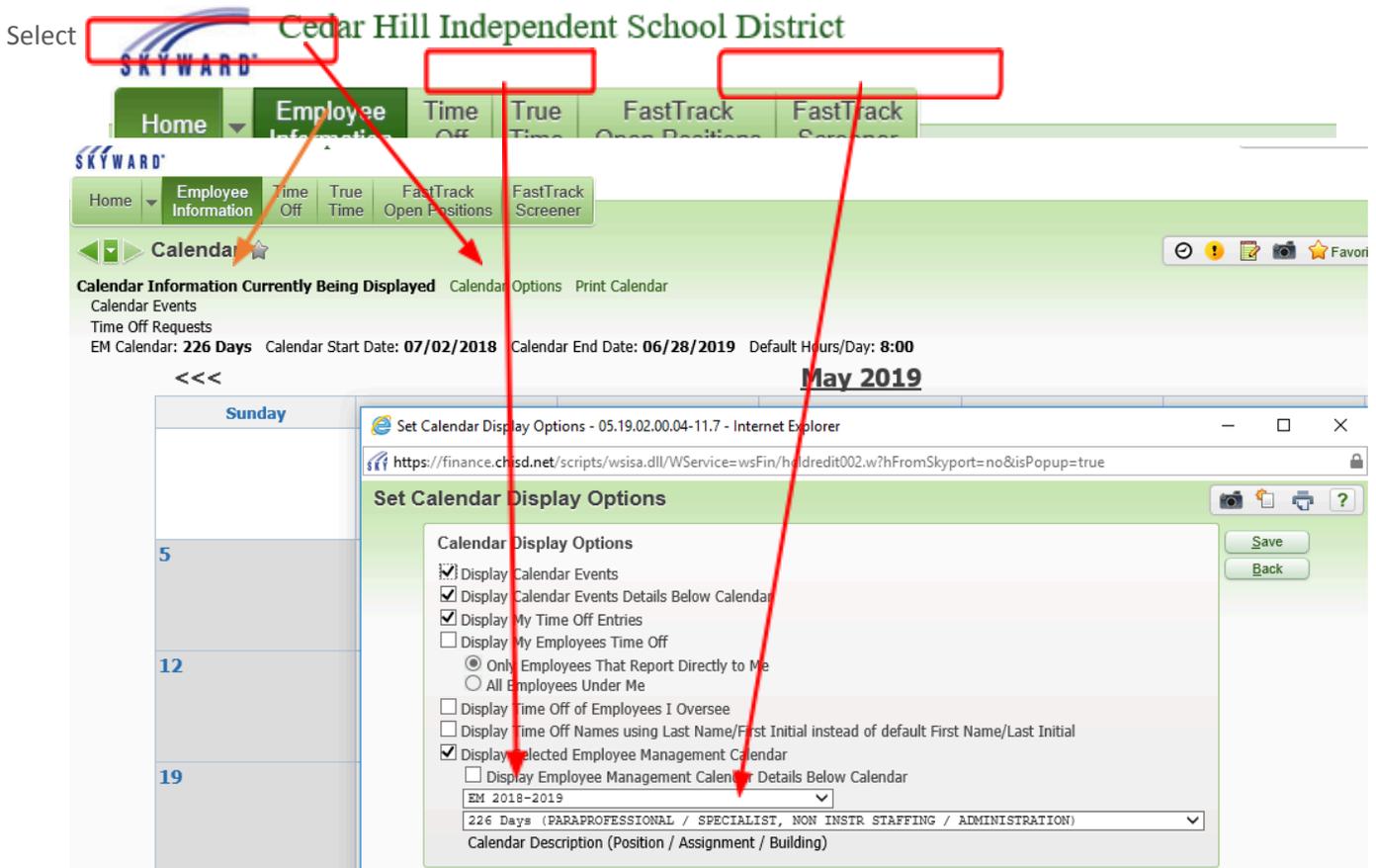
# 2025-2026 EMPLOYEE WORK DAYS

(Please note that the working calendars can be found in Employee Access under the employee information tab. Effective July 1<sup>st</sup>, the 2025-2026 working calendars will be viewable in Employee Access.)

DESCRIPTION	Start date	End date
171 Days (CROSSING GUARDS)	08/07/2025	05/22/2026
174 Days (CHILD NUTRITION)	08/05/2025	05/22/2026
178 Days (SECURITY GUARDS)	08/04/2025	05/22/2026
180 Days (BUS DRIVERS)	08/06/2025	05/22/2026
181 Days (CHILD NUTRITION DRIVER)	7/31/2025	5/29/2026
187 Days (TEACHERS, CLASSROOM AIDES, LIBRARY AIDES)	07/31/2025	05/28/2026
190 Days (NURSE/NURSE AIDES)	07/28/2025	05/28/2026
190 Days (LIBRARIANS/ SR. LIBRARY AIDES)	07/29/2025	05/29/2026
192 Days ( SPECIAL ED-DIAGS, BEHAVIORAL SPEC., DYSLEXIA SPEC., SLP, LSP, VISION IMPAIRMENT SPECIALIST, AUDITORY IMPAIRMENT SPECIALIST)	07/28/2025	06/01/2026
197 Days (ATTENDANCE CLERKS, CAMPUS RECEPTIONISTS, ELEM SECRETARIES ATHLETICS HEAD TRAINERS, CEDAR HILL HIGH CATE TEACHERS, COORD.INITIATIVE LIAISON, ELEMENTARY COUNSELORS, SPECIAL ED COUNSELORS)	07/21/2025	06/01/2026
197 Days (CAMPUS TECHNICIANS)	07/31/2025	06/11/2026
202 Days (SECONDARY COUNSELORS/COUNSELOR SECRETARIES)	07/14/2025	06/01/2026
202 Days (INSTRUCTIONAL SPECIALIST)	07/23/2025	06/10/2026
207 Days (ASSIST. PRINCIPAL SECRETARIES, BAND HIGH SCHOOL ASSISTANT, DISCIPLINE/COUNSELOR CLERK, REGISTRARS' MIDDLE SCHOOLS, ASSIST. PRINCIPALS)	07/14/2025	06/08/2026
207 Days (ARD FACILITATOR, ADAPTED PE COORDINATOR)	07/28/2025	06/22/2026
212 Days (DAEP/STRIVE ACADEMY PRINCIPAL)	07/14/2025	06/15/2025
215 Days (LEAD ATTENDANCE HS)	07/07/2025	06/11/2026
217 Days (DATA SPECIALIST & ELEM PRINCIPALS)	07/07/2025	06/15/2026
226 Days (CENTRAL OFFICE STAFF, HIGH SCHOOL PRINCIPALS, MIDDLE SCHOOL PRINCIPALS & SECONDARY ASSOCIATE PRINCIPAL)	7/1/2025	6/30/2026

## Viewing working calendars in Employee Access

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

Select 

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

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