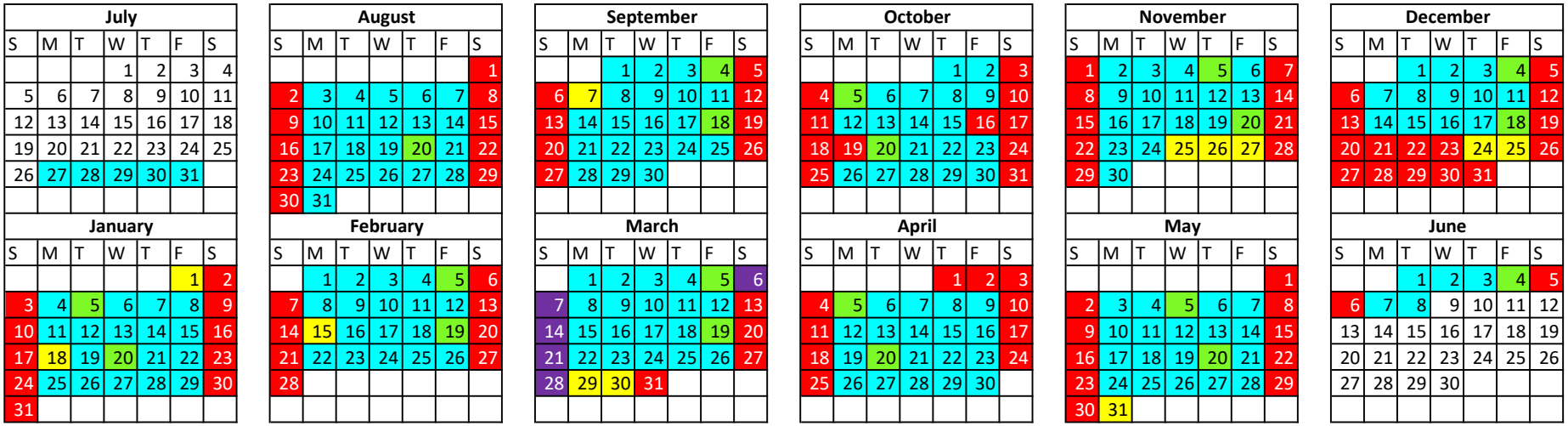
Secretary 220 Day

2026-2027



Legend

- Non Work Day
- Pay Date
- Work Day
- Holidays
- 5 days to reflect 220 day contract

Holidays

09/07/26	Labor Day
10/16/26	Fall Break
10/19/26	Fall Break
11/25/26	Thanksgiving
11/26/26	Thanksgiving
11/27/26	Thanksgiving
12/21/26	Start of Winter Break
01/01/27	End of Winter Break
12/24/26	Christmas (included in Winter Break)
12/25/26	Christmas (included in Winter Break)
01/01/27	New Year's Day (included in Winter Break)
01/18/27	Martin Luther King Jr. Day
02/15/27	Presidents' Day
03/29/27	Start of Spring Break
04/02/27	End of Spring Break
03/29/27	Easter Break (included in Spring Break)
03/30/27	Easter Break (included in Spring Break)
05/31/27	Memorial Day

Leave (full-time employees only)

Annual leave : 8 days/ 64 hours
Sick leave : 10 days/ 80 hours
Floating holiday : 1 day/ 8 hours

FYI

220 day work calendar (start 07-27-26 end 06-08-27)
Semimonthly pay period
24 paychecks
1st payday of fiscal year is 08-20-26
Last payday of fiscal year is 08-05-27
Paid on the 5th and the 20th of each month

Contract Days

07-27 to 08-13-26 In Office Before School Begins (14 days)
08-14-26 Opening Kickoff/Annual Training (Safe Schools)
08-17 & 08-18 In Office Before School Begins (2 days)
10-15, 12-18, 03-15, & 05-26 End of Term (4 days)
05-26 to 06-08-27 In Office After School Ends (9 days)
5 Choice Days scheduled w/Principal Before , During & After School Yr (Jul '26-Jun '27) (PURPLE)

Time Card Dates

Pay Period	Due Date	Pay Date
6th to the 20th	22nd	5th
21st to the 5th	7th	20th