

26-27 Clerical Staff

Head Secretary + Attendance + Bookkeeper + Registrar

2026

July

Su	Mo	Tu	We	Th	Fr	Sa
			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	

4

August

Su	Mo	Tu	We	Th	Fr	Sa
						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					

17

*First Day of School

September

Su	Mo	Tu	We	Th	Fr	Sa
		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			

17

October

Su	Mo	Tu	We	Th	Fr	Sa
				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

17

*PT Conference

November

Su	Mo	Tu	We	Th	Fr	Sa
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					

13

December

Su	Mo	Tu	We	Th	Fr	Sa
		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		

11

*Grade Day

January

Su	Mo	Tu	We	Th	Fr	Sa
					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						

16

*MLK Day Observation

February

Su	Mo	Tu	We	Th	Fr	Sa
	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						

16

*Presidents' Day Observation **PT Conference

March

Su	Mo	Tu	We	Th	Fr	Sa
	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			

15

April

Su	Mo	Tu	We	Th	Fr	Sa
				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	

17

May

Su	Mo	Tu	We	Th	Fr	Sa
						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					

16

*Graduation Day

June

Su	Mo	Tu	We	Th	Fr	Sa
		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					

7

*Last Day of School
**Grade Day

HEAD SECRETARY + BOOKKEEPER

Work days	166	FULL DAYS
Holidays	7	
No Work (Registrar work day only)	0	
173 Work Days		
8.75 Hours in a Work Day		
Professional Development Days	5	PARTIAL DAYS
Short Days (Homecoming/Grade Days)	3	
PT Conference Overflow Day (no work)	2	
10 Total Partial Works Days		
5 Hours in a Partial Work		
Total Paid Days:	183	Target: 185 days
Total Paid Hours:	1563.75	Target: 1575 hours

REGISTRARS

Work days	166	FULL DAYS
Holidays	7	
Registrar Work Days (no Attendance Secretaries)	4	
177 Work Days		
8.75 Hours in a Work Day		
Professional Development Days	5	PARTIAL DAYS
Short Days (Homecoming/Grade Days)	3	
PT Conference Overflow Day (no work)	2	
10 Total Partial Works Days		
3 Hours in a Partial Work		
Total Paid Days:	187	Target: 188 days
Total Paid Hours:	1579	Target: 1575 hours

ATTENDANCE

Work days	166	FULL DAYS
Holidays	7	
Registrar Work Days (no Attendance Secretaries)	0	
173 Total Works Days		
8.25 Hours in a Work Day		
Professional Development Days	5	PARTIAL DAYS
Short Days (Homecoming/Grade Days)	3	
PT Conference Overflow Day (no work)	2	
10 Total Partial Works Days		
5 Hours in a Partial Work		
Total Paid Days:	183	Target: 184 days
Total Paid Hours:	1477.25	Target: 1470 hours