

BARTLESVILLE PUBLIC SCHOOLS
2023-2024 WORK SCHEDULE
Non-Teaching EMPLOYEES

9 ½ Month Employees (Days School is in Session)

Position Code		Report to work	Last day of work
1100	Day's School In Session*	August 9, 2023	May 16, 2024
1101	Elementary Teacher Asst**	August 8, 2023	May 16, 2024
1105	Secondary Teacher Asst*	August 8, 2023	May 16, 2024
1108	Elementary Library Asst**	August 7, 2023	May 16, 2024
600	Secondary Library Asst*	August 7, 2023	May 16, 2024
2000	Less Than 4 Hours*	August 9, 2023	May 16, 2024
2100/2200	Bus Drivers*	August 7, 2023	May 16, 2024

* Do not work fall Parent-Teacher Conferences or Virtual Learning Days.

** Do not work fall or spring Parent-Teacher Conferences or Virtual Learning Days.

- Day's school is in session and less than 4 hour employees will work ONE additional day prior to the start of school.
- Teacher assistants will work TWO additional days prior to the start of school.
- Bus drivers and library assistants will work THREE additional days prior to the start of school.
- Last day of work may be adjusted due to inclement weather days

9 ½ month employees (Days School is in Session)

Will not report to work on the following dates:

September 1	District Collaboration/Virtual Learning
September 4	Labor Day Holiday
October 11	District Collaboration/Virtual Learning
October 12 – 13	Fall Break
November 20 - 24	Thanksgiving Break (3 Holidays)
December 1	District Collaboration/Virtual Learning
December 20 – January 2	Winter Break (3 Holidays)
January 15	Martin Luther King Day
February 19	President's Day
March 18 – 22	Spring Break
March 29	Non-School Day

10 Month Employees (218 days with vacation started before 7-1-08)

July 19, 2023	Report to work
May 17, 2024	Last day to work

10 month employees (218 days with vacation started before 7-1-08) will not report to work on the following dates:

September 4	Labor Day Holiday
November 22 - 24	Thanksgiving Holiday
December 22 - 25	Christmas Holiday
January 1	New Year's Day Holiday
***March 29	Good Friday Holiday

10 Month Employees (218 days with no vacation started after 7-1-08)

July 17, 2023 Report to work
June 6, 2024 Last day to Work

10 month employees (218 days with no vacation started after (7-1-08) will not report to work on the following dates:

September 4	Labor Day Holiday
October 12 – 13	Fall Break
November 20 - 24	Thanksgiving Break (3 Holidays)
December 20 – January 2	Winter Break (3 Holidays)
March 18 – 22	Spring Break
***March 29	Good Friday Holiday
May 27	Memorial Day Holiday

11 Month Employees (240 days with vacation started before 7-1-08)

July 5, 2023 Report to work
June 4, 2024 Last day to work

11 Month Employees (240 days with vacation started before 7-1-08) will not report to work on the following dates:

September 4	Labor Day Holiday
November 22 - 24	Thanksgiving Holiday
December 22 - 25	Christmas Holiday
January 1	New Year's Day Holiday
***March 29	Good Friday Holiday
May 27	Memorial Day Holiday

11 Month Employees (240 days no vacation started after 7-1-08)

July 5, 2023 Report to work
June 26, 2024 Last day to work

11 Month Employees (240 days no vacation started after 7-1-08) will not report to work on the following dates:

September 4	Labor Day Holiday
October 12 – 13	Fall Break
November 20 - 24	Thanksgiving Break (3 Holidays)
December 20 – January 2	Winter Break (3 Holidays)
March 18 – 22	Spring Break
***March 29	Good Friday Holiday
May 27	Memorial Day Holiday

12 Month Employees (260 days)

July 1, 2023
June 30, 2024

Report to Work
Last Day to Work

12 Month employees will not report to work on the following dates:

July 4	Independence Day Holiday
September 4	Labor Day Holiday
November 22 - 24	Thanksgiving Holiday
December 22 - 25	Christmas Holiday
January 1	New Year's Day Holiday
***March 29	Good Friday Holiday
May 27	Memorial Day Holiday

Leap Year Holiday – On Leap Year, 12-month employees will be entitled to one (1) floating additional day off from work to be taken when a substitute will not be required. Must be used between February 29th and June 30th of the leap year.

Holidays are paid days.

***If Good Friday is used as a school day, 10 & 11 month support employees will have their work calendar shortened by one day and all 12 month employees may take 1 paid day between Good Friday and June 30th.