

NACOGDOCHES INDEPENDENT SCHOOL DISTRICT

MEMORANDUM

TO: NISD Staff

FROM: Human Resources Department

DATE: May 2023

SUBJECT: **2023-2024 Scheduled Working Days**

The 2023-2024 school calendar has been set by the School Board (3/23/23).

District facilities will be closed the week of July 3-7, 2023 and July 2-6, 2024 ("July Closure"). For any class of employee having a July Closure date identified as a workday below, with the exception of 260 day employees, such July Closure dates will be processed as non-duty days for payroll purposes unless authorized by the superintendent.

Following are the work days for each employee class:

**183 day (Classroom aides & clerical): August 2, 2023 through May 23, 2024**

**185 day (teachers, nurses, LVN's, truancy officers, OT/PT/COTA, speech therapists): August 1, 2023 through May 24, 2024**

**193 day (elem/middle school counselors, librarians, social workers): July 24, 2023 through May 30, 2024** If approved, this position will work regular hours July 24-27, 2023.

**197 day employees: July 24, 2023 through June 4, 2024**

If approved, this position will work summer hours for July 24-28, 2023, and regular hours on May 28- June 4, 2024.

**207 day (high school counselors, asst. principals, campus receptionists (MS and HS): July 17, 2023 through June 11, 2024**

If approved, this position will work summer hours for July 17-28, 2023. Will work regular hours for May 28-31, 2024; summer hours for June 3-7, 2024; and regular hours for June 10-11, 2024.

**226 day: July 1, 2023 through June 30, 2024**

This position will have 5 non-duty days for employees completing 226 days in the 2022-2023 contract year. If approved, this position will work summer hours for the weeks of 6/5/23 through 7/28/23 and 6/3/24 through 7/26/24.

**10 month Manual Trades (food service and transportation): August 9, 2023 through May 29, 2024**

Director will decide which employees will work additional days, if needed. Scheduled paid holidays will include the following days only: 9/4/23, 11/23/23, 11/24/23, 12/22/23, 12/25/23, 12/26/23, 1/1/24, 1/15/24, 3/29/24, 5/27/24.

**260 day: Sept. 1, 2023 through August 31, 2024**

Scheduled paid holidays will include the following days only: 9/4/23, 11/23/23, 11/24/23, 12/22/23, 12/25/23, 12/26/23, 1/1/24, 1/15/24, 3/29/24, 5/27/24, 6/19/24 and 7/4/24.