



EMPLOYEE CLASSIFICATION:

- Senior Building Administrative Assistant

(NOTE: SCHOOL BUILDINGS)

2018-2019 Work Calendar 217 DAYS

JULY M T W Th F 2 3 4 5 6 9 10 11 12 13 16 17 18 19 20 23 24 25 26 27 30 31	AUGUST M T W Th F 6 7 8 9 10 13 14 15 16 17 20 21 22 23 24 27 28 29 30 31	SEPTEMBER M T W Th F 3 4 5 6 7 10 11 12 13 14 17 18 19 20 21 24 25 26 27 28
OCTOBER M T W Th F 1 2 3 4 5 8 9 10 11 12 15 16 17 18 19 22 23 24 25 26 29 30 31	NOVEMBER M T W Th F 5 6 7 8 9 12 13 14 15 16 19 20 21 22 23 26 27 28 29 30	DECEMBER M T W Th F 3 4 5 6 7 10 11 12 13 14 17 18 19 20 21 24 25 26 27 28
JANUARY M T W Th F 1 2 3 4 7 8 9 10 11 14 15 16 17 18 21 22 23 24 25 28 29 30 31	FEBRUARY M T W Th F 4 5 6 7 8 11 12 13 14 15 18 19 20 21 22 25 26 27 28	MARCH M T W Th F 4 5 6 7 8 11 12 13 14 15 18 19 20 21 22 25 26 27 28 29
APRIL M T W Th F 1 2 3 4 5 8 9 10 11 12 15 16 17 18 19 22 23 24 25 26 29 30	MAY M T W Th F 6 7 8 9 10 13 14 15 16 17 20 21 22 23 24 27 28 29 30 31	JUNE M T W Th F 3 4 5 6 7 10 11 12 13 14 17 18 19 20 21 24 25 26 27 28

Schedule of Events

New Teacher Orientation	August 20-24
Teachers' Meetings	August 27-28
Teachers' Meetings (PD)	August 29
Teachers' Workday	August 30
Teachers' Flex Workday	August 31
Labor Day (No School)	September 3
First Day of School	September 4
Homecoming (Early Dismissal)	October 5
1st Quarter Ends (Early Dismissal)	November 2
Parent/Teacher Conferences (No School)	November 8-9
Thanksgiving Vacation (No School)	Nov 21-23
Christmas Break (No School)	Dec 24-31
Christmas Break (No School)	January 1
School Resumes	January 2
2nd Quarter Ends (Early Dismissal)	January 18
M.L. King, Jr Holiday (No School)	January 21
Teachers' Meeting (No School)	February 15
Presidents' Day (No School)	February 18*
3rd Quarter Ends (Early Dismissal)	March 21
Spring Break (No School)	March 22-25
Good Friday (No School)	April 19
Memorial Day (No School)	May 27
Last Day of School (Early Dismissal)	May 31*
Teachers' Flex Workday	June 3

Start and End Date

Paid holiday

Non-Workdays

Block out dates--If requesting personal leave on a date highlighted in yellow, submit an Application for Waiver of Block Out Date form via TalentEd Records. The last 5 days of school may shift in the event of inclement weather.

*Inclement weather days will be made up in the following order: February 18, June 3, June 4, 5, 6, 7, 10, 11, etc...