

**Ten-Month Employee Work Calendar  
School Year 2020 - 2021**

10/23/19  
Revised 8/18/20

O = First and Last Day of Work  
X = Holidays and Non-workdays

<b>Month</b>	<b>Day(s)</b>	<b>Ten-Month Clerical</b>	<b>Educational Specialists and Instructional Assistants</b>	<b>Food Services Staff</b>
<b>Aug</b>	24	O		
<b>Sep</b>	1,2 3,4 7	X	O X X	O X X
<b>Oct</b>	16	X	X	X
<b>Nov</b>	25,26,27	X	X	X
<b>Dec</b>	21,22,23,24,25 28,29,30,31	X X	X X	X X
<b>Jan</b>	1 18	X X	X X	X X
<b>Feb</b>	15	X	X	X
<b>Apr</b>	2 & 5	X	X	X
<b>May</b>	31	X	X	X
<b>Jun</b>	11 14 23	O	O	O
<b>Total Work Days</b>		<b><u>197</u></b>	<b><u>182</u></b>	<b><u>183</u></b>

No inclement weather days are built in to the work calendar. Any days missed due to inclement weather will be added to the end of the work calendar to equal days used.

Employees are expected to work the total number of days listed above for their positions. Employees should work with their principals/supervisors to complete their total number of work days.