

**WORK SCHEDULE - 12-MONTH EMPLOYEES**

2008-2009 School Year

244 Work Days

	MON	TUE	WED	THU	FRI
<b>July</b> (Independence Day)		1	2	3	*
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	
<b>August</b> (Teacher Orientation)					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	#
	#	26	27	28	29
<b>September</b> (Labor Day)					
	*	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
<b>October</b> (Educators' Convention)			1	2	3
	6	7	8	9	10
	13	14	15	#	#
	20	21	22	23	24
	27	28	29	30	31
<b>November</b> (Thanksgiving)					
	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	*	*	*
<b>December</b> (Winter Break)					
	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	*	*	*
	29**	30**	31**		

	MON	TUE	WED	THU	FRI
<b>January</b> (New Year's)				*	2**
	5	6	7	8	9
	12	13	14	15	16
	#	20	21	22	23
	26	27	28	29	30
<b>February</b>					
	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
<b>March</b> (Spring Break Day)					
	2**	3**	4**	5**	*
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
<b>April</b> (Good Friday)					
			1	2	3
	6	7	8	9	*
	#	14	15	16	17
	20	21	22	23	24
<b>May</b> (Spring Day) (Memorial Day)					*
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	*	26	27	28	29
<b>June</b>					
	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30			

**\* Holidays (11 Days-less than 35 hours a week; 13 Days-35 or more hours a week)**

July	04 - Independence Day	December	26 - Day after Christmas
September	01 - Labor Day	January	01 - New Year's Day
November	26 - Day before Thanksgiving	March	06 - Spring Break Day
November	27 - Thanksgiving Day	April	10 - Good Friday
November	28 - Day after Thanksgiving	May	01 - Spring Day (full-time only)
December	24 - Day before Christmas (full-time only)	May	25 - Memorial Day
December	25 - Christmas Day		

**\*\* Additional Holidays - Choose 4 from these dates: December 29, 30, 31; January 2; March 2, 3, 4, 5**

Upon mutual agreement between you and your administrator, employees working 35 hours or more a week have the option to choose four additional holidays (two for Christmas Break and two for Spring Break) during these dates or four other agreed upon dates. An "Employee Request for Absence" form must be completed to indicate your choice for the additional four holidays.

**# PIR Days - Work your Regular Hours on these Six Days**

August	22-25
October	16-17
January	19
April	13

238	Work Days
6	PIR Days
<b>244</b>	<b>Total Work Days Paid</b>
11 or 17	Holidays
<b>255 or 261</b>	<b>Total Days Paid</b>

