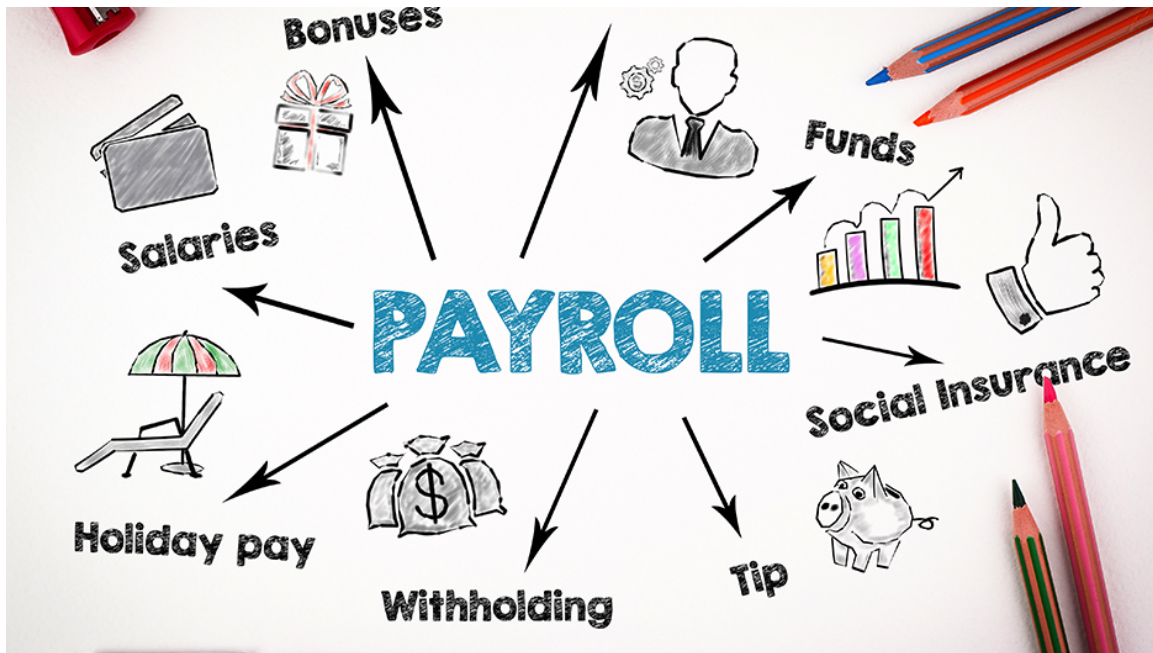


PAYROLL CALENDAR

2021-2022



Christopher Lacambra, Executive Director of Business Services

The School Board of Nassau County, Florida

2021-2022 Paid Holidays & Non-Working Days

Holidays & Non-Working Days		10 Month Instructional & SRO	Elementary Guidance	Secondary Guidance & 11 Mo Inst	Paras, Bus Drivers & Bus Aides	Food Service	Assistant Principals	Less Than 12 Month Secretaries	Less Than 12 Month Data Entry	12 Month Personnel
First Day of Work		8/2/2021	7/23/2021	7/19/2021	8/10/2021	8/5/2021 ¹	7/23/2021	7/19/2021	7/19/2021	7/1/2021
Last Day of Work		5/27/2022 ¹	6/3/2022 ¹	6/14/2022 ¹	5/25/2022	5/26/2022	6/3/2022 ²	6/15/2022 ⁴	6/14/2022 ²	6/30/2022 ⁵
7/5	Fourth of July Observed									PH
9/6	Labor Day	PH	PH	PH	PH	PH	PH	PH	PH	PH
10/8	Planning	W	W	W	NW	W	W	W	W	W
11/11	Veterans Day	NW	NW	NW	NW	NW	NW	W	NW	W
11/24	Holiday	NW	NW	NW	NW	NW	NW	NW	NW	W
11/25	Thanksgiving	PH	PH	PH	PH	PH	PH	PH	PH	PH
11/26	Holiday	PH	PH	PH	PH	PH	PH	PH	PH	PH
12/20	Christmas Break	NW	NW	NW	NW	NW	NW	NW	NW	W
12/21	Christmas Break	NW	NW	NW	NW	NW	NW	NW	NW	W
12/22	Christmas Break	NW	NW	NW	NW	NW	NW	NW	NW	LR
12/23	Christmas Break	NW	NW	NW	NW	NW	PH	NW	NW	LR
12/24	Christmas Eve	NW	NW	NW	PH	PH	PH	PH	PH	PH
12/27	Christmas Day Observed	PH	PH	PH	PH	PH	PH	PH	PH	PH
12/28	Christmas Break	NW	NW	NW	NW	NW	NW	NW	NW	LR
12/29	Christmas Break	NW	NW	NW	NW	NW	NW	NW	NW	LR
12/30	Christmas Break	NW	NW	NW	NW	NW	PH	NW	NW	NW
12/31	Christmas Break/New Year's	PH	PH	PH	PH	PH	PH	PH	PH	PH
1/3	Planning	W	W	W	NW	W	W	W	W	W
1/17	Martin Luther King Day	NW	NW	NW	NW	NW	NW	NW	NW	W
2/21	President Day	NW	NW	NW	NW	NW	NW	NW	NW	W
3/10	Planning	W	W	W	NW	NW	W	W	W	W
3/11	School Holiday	NW	NW	NW	NW	NW	NW	NW	NW	W
3/14	Spring Break	NW	NW	NW	NW	NW	PH	W	NW	W
3/15	Spring Break	NW	NW	NW	NW	NW	PH	W	NW	W
3/16	Spring Break	NW	NW	NW	NW	NW	PH	W	NW	W
3/17	Spring Break	NW	NW	NW	PH	PH	PH	PH	PH	PH
3/18	Spring Break	NW	NW	NW	PH	PH	PH	PH	PH	PH
4/29	School Holiday	NW	NW	NW	NW	NW	NW	NW	NW	W
5/30	Memorial Day		NW	NW			NW	NW	NW	W
Paid Holidays		5	5	5	8	8	13	8	8	9
Workdays		191	201	211	180	186	201	216	211	251
TOTAL		196	206	216	188	194	214	224	219	260

W - Regular Work Day

PH - Paid Holiday

NW - Non-Working Day

LR - Leave Required

¹ All days for 10 Month Instructional, Elementary Guidance, and Secondary Guidance are 7.5 hours.

² All days for APs and Less Than 12 Month Data Entry are 8 hours.

³ Food Service Managers will be notified of the days of inservice before the start of the school year.

⁴ All days are 7 hours.

⁵ July 1,6-8, 12-15,2021 are long days. Week of 5/31/22 - Start of 2022 4-day weeks w/long days.DO closed on Monday 5/30.District Office closed on July 3, 5, 9, 16 (2021) and June 10, 17, & 24 (2022).

MONTHLY

2021-2022 School Calendar

July 2021						
Su	M	Tu	W	Th	F	Sa
				F/1	C	3
4	PH	6	7	8	C	10
11	12	13	14	15	C	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	PH	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	P	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	PH	PH	27
28	29	30				

December 2021						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	LR	LR	PH	25
26	PH	LR	LR	NW	PH	

January 2022						
Su	M	Tu	W	Th	F	Sa
						1
2	P	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	P	11	12
13	14	15	16	PH	PH	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2022						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	C	31				

June 2022						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	C	11
12	13	14	15	16	C	18
19	20	21	22	23	C	25
26	27	28	29	L/30		



PH Paid Holiday
LR Leave Required
NW Non Working



C County Office Closed
P Planning Day
F/L First / Last Day

July	5	Fourth of July - Observed
Sept	6	Labor Day - School Holiday
Nov	25-26	Thanksgiving Holiday
Dec	22-23	Christmas Break - Leave Required
Dec	24 & 27	Christmas Break
Dec	28 & 29	Christmas Break - Leave Required
Dec	30	Non Working
Dec	31	New Year's

March	17-18	Spring Break

MONTHLY

NO. OF CHECKS	1/12 OF ANNUAL CONTRACT PER REGULAR PAY PERIOD						DUE IN FINANCE
	FROM	THROUGH	PAYDAY	DAYS WORKED	HOLIDAYS	REPORT	
12	JULY 1	JULY 21	JULY 30	14	1	15	JULY 22
11	JULY 22	AUG. 18	AUG. 31	20	0	20	AUG. 20
10	AUG. 19	SEPT. 17	SEPT. 30	21	1	22	SEPT. 21
9	SEPT. 20	OCT. 15	OCT. 29	20	0	20	OCT. 19
8	OCT. 18	NOV. 16	NOV. 30	22	0	22	NOV. 18
7	NOV. 17	DEC. 7	DEC. 17	13	2	15	DEC. 9
6	DEC. 8	JAN. 18	JAN. 31	26	3	29	JAN. 20
5	JAN. 19	FEB. 15	FEB. 28	20	0	20	FEB. 17
4	FEB. 16	MAR. 4	MAR. 31	13	0	13	MAR. 8
3	MAR. 7	APR. 15	APR. 28	28	2	30	APR. 19
2	APR. 18	MAY 17	MAY 31	22	0	22	MAY 19
1	MAY 18	JUNE 30	JUNE 30	32	0	32	JUNE 2*
TOTAL				251	9	260	
DUE DATES WITH * ARE PROJECTED							

2021-2022 MONTHLY

JULY				
M	T	W	T	F
			1 8.75	3 C
5 8.75	6 8.75	7 8.75	8 8.75	9 C
12 8.75	13 8.75	14 8.75	15 8.75	16 C
19 7	20 7	21 7	22 7	23 7
26 7	27 7	28 7	29 7	30 7
SEPTEMBER				
M	T	W	T	F
		1 7	2 7	3 7
6 7	7 7	8 7	9 7	10 7
13 7	14 7	15 7	16 7	17 7
20 7	21 7	22 7	23 7	24 7
27 7	28 7	29 7	30 7	
NOVEMBER				
M	T	W	T	F
1 7	2 7	3 7	4 7	5 7
8 7	9 7	10 7	11 7	12 7
15 7	16 7	17 7	18 7	19 7
22 7	23 7	24 7	25 7	26 7
29 7	30 7			
JANUARY				
M	T	W	T	F
3 7	4 7	5 7	6 7	7 7
10 7	11 7	12 7	13 7	14 7
17 7	18 7	19 7	20 7	21 7
24 7	25 7	26 7	27 7	28 7
31 7				
MARCH				
M	T	W	T	F
	1 7	2 7	3 7	4 7
7 7	8 7	9 7	10 7	11 7
14 7	15 7	16 7	17 7	18 7
21 7	22 7	23 7	24 7	25 7
28 7	29 7	30 7	31 7	
MAY				
M	T	W	T	F
2 7	3 7	4 7	5 7	6 7
9 7	10 7	11 7	12 7	13 7
16 7	17 7	18 7	19 7	20 7
23 7	24 7	25 7	26 7	27 7
30 C	31 8.75			

AUGUST				
M	T	W	T	F
2 7	3 7	4 7	5 7	6 7
9 7	10 7	11 7	12 7	13 7
16 7	17 7	18 7	19 7	20 7
23 7	24 7	25 7	26 7	27 7
30 7	31 7			
OCTOBER				
M	T	W	T	F
				1 7
4 7	5 7	6 7	7 7	8 7
11 7	12 7	13 7	14 7	15 7
18 7	19 7	20 7	21 7	22 7
25 7	26 7	27 7	28 7	29 7
DECEMBER				
M	T	W	T	F
		1 7	2 7	3 7
6 7	7 7	8 7	9 7	10 7
13 7	14 7	15 7	16 7	17 7
20 7	21 7	22 7	23 7	24 7
27 7	28 7	29 7	30 NW	31 7
FEBRUARY				
M	T	W	T	F
	1 7	2 7	3 7	4 7
7 7	8 7	9 7	10 7	11 7
14 7	15 7	16 7	17 7	18 7
21 7	22 7	23 7	24 7	25 7
28 7				
APRIL				
M	T	W	T	F
				1 7
4 7	5 7	6 7	7 7	8 7
11 7	12 7	13 7	14 7	15 7
18 7	19 7	20 7	21 7	22 7
25 7	26 7	27 7	28 7	29 7
JUNE				
M	T	W	T	F
		1 8.75	2 8.75	3 8.75
6 8.75	7 8.75	8 8.75	9 8.75	10 C
13 8.75	14 8.75	15 8.75	16 8.75	17 C
20 8.75	21 8.75	22 8.75	23 8.75	24 C
27 8.75	28 8.75	29 8.75	30 8.75	

CONTRACT START 07/01/21
 CONTRACT END 06/30/22
 DAYS IN CONTRACT 260
 HOURS/DAY (REG) 7.0

SPECIAL NOTE
 If you normally work an 8 hour day under these pay types, your long days are 10 hours.
 If you normally work a 7½ hour day under these pay types, your long days are 9 hours 23 minutes.
 If you normally work a 7 hour day under these pay types, your long days are 8 hours 75 minutes

PH Paid Holiday
 C Closed
 NW Not Worked
 LR Leave Required

col 1 + col 2 = / hours = days
 913.5 + 908.25 = 1821.75 / 7.0 = 260.25

12 MONTH & DAILY PERSONNEL

2021-2022 School Calendar

July 2021						
Su	M	Tu	W	Th	F	Sa
				F/1	C	3
4	PH	6	7	8	C	10
11	12	13	14	15	C	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	PH	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	P	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	PH	PH	27
28	29	30				

December 2021						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	LR	LR	PH	25
26	PH	LR	LR	NW	PH	

January 2022						
Su	M	Tu	W	Th	F	Sa
						1
2	P	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	P	11	12
13	14	15	16	PH	PH	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2022						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	C	31				

June 2022						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	C	11
12	13	14	15	16	C	18
19	20	21	22	23	C	25
26	27	28	29	L/30		



PH Paid Holiday
LR Leave Required
NW Non Working



C County Office Closed
P Planning Day
F/L First / Last Day

July	5	Fourth of July - Observed
Sept	6	Labor Day - School Holiday
Nov	25-26	Thanksgiving Holiday
Dec	22-23	Christmas Break - Leave Required
Dec	24 & 27	Christmas Break
Dec	28 & 29	Christmas Break - Leave Required
Dec	30	Non Working
Dec	31	New Year's

Mar	17-18	Spring Break
May	30	Memorial Day - County Office Closed

12 - MONTH & DAILY

NO. OF CHECKS	1/24 OF ANNUAL CONTRACT PER REGULAR PAY PERIOD						DUE IN FINANCE
	FROM	THROUGH	PAYDAY	DAYS WORKED	HOLIDAYS	REPORT	
24	JULY 1	JULY 6	JULY 15	3	1	4	JULY 8
23	JULY 7	JULY 21	JULY 30	11	0	11	JULY 22
22	JULY 22	AUG. 5	AUG. 13	11	0	11	AUG. 6
21	AUG. 6	AUG. 18	AUG. 31	9	0	9	AUG. 20
20	AUG. 19	SEPT. 1	SEPT. 15	10	0	10	SEPT. 3
19	SEPT. 2	SEPT. 17	SEPT. 30	11	1	12	SEPT. 21
18	SEPT. 20	OCT. 1	OCT. 15	10	0	10	OCT. 5
17	OCT. 4	OCT. 15	OCT. 29	10	0	10	OCT. 19
16	OCT. 18	NOV. 2	NOV. 15	12	0	12	NOV. 4
15	NOV. 3	NOV. 16	NOV. 30	10	0	10	NOV. 18
14	NOV. 17	DEC. 2	DEC. 15	10	2	12	DEC. 6
13	DEC. 3	DEC. 7	DEC. 17	3	0	3	DEC. 9
12	DEC. 8	JAN. 4	JAN. 14	16	3	19	JAN. 6
11	JAN. 5	JAN. 18	JAN. 31	10	0	10	JAN. 20
10	JAN. 19	FEB. 2	FEB. 15	11	0	11	FEB. 4
9	FEB. 3	FEB. 15	FEB. 28	9	0	9	FEB. 17
8	FEB. 16	FEB. 25	MAR. 9	8	0	8	MAR. 1
7	FEB. 28	MAR. 4	MAR. 31	5	0	5	MAR. 8
6	MAR. 7	APR. 5	APR. 15	20	2	22	APR. 7
5	APR. 6	APR. 15	APR. 28	8	0	8	APR. 19
4	APR. 18	MAY 3	MAY 13	12	0	12	MAY 5
3	MAY 4	MAY 17	MAY 31	10	0	10	MAY 19
2	MAY 18	MAY 31	JUNE 15	10	0	10	JUNE 2
1	JUNE 1	JUNE 30	JUNE 30	22	0	22	JUNE 21 *
TOTAL				251	9	260	

DUE DATES WITH * ARE PROJECTED

NOTE: The above dates are leave reporting purposes only. 12 month staff is actually paid up to date. You must immediately report any terminations, leaves of absences or worker's comp. to payroll staff to ensure employees are not overpaid.

2021-2022 12-MONTH

JULY				
M	T	W	T	F
			1	2
			8.75	C
5	6	7	8	9
8.75	8.75	8.75	8.75	C
12	13	14	15	16
8.75	8.75	8.75	8.75	C
19	20	21	22	23
7	7	7	7	7
26	27	28	29	30
7	7	7	7	7
SEPTEMBER				
M	T	W	T	F
		1	2	3
		7	7	7
6	7	8	9	10
7	7	7	7	7
13	14	15	16	17
7	7	7	7	7
20	21	22	23	24
7	7	7	7	7
27	28	29	30	
7	7	7	7	
NOVEMBER				
M	T	W	T	F
1	2	3	4	5
7	7	7	7	7
8	9	10	11	12
7	7	7	7	7
15	16	17	18	19
7	7	7	7	7
22	23	24	25	26
7	7	7	7	7
29	30			
7	7			
JANUARY				
M	T	W	T	F
3	4	5	6	7
7	7	7	7	7
10	11	12	13	14
7	7	7	7	7
17	18	19	20	21
7	7	7	7	7
24	25	26	27	28
7	7	7	7	7
31				
7				
MARCH				
M	T	W	T	F
	1	2	3	4
	7	7	7	7
7	7	7	7	7
14	15	16	17	18
7	7	7	7	7
21	22	23	24	25
7	7	7	7	7
28	29	30	31	
7	7	7	7	
MAY				
M	T	W	T	F
2	3	4	5	6
7	7	7	7	7
9	10	11	12	13
7	7	7	7	7
16	17	18	19	20
7	7	7	7	7
23	24	25	26	27
7	7	7	7	7
30	31			
C	8.75			

AUGUST				
M	T	W	T	F
2	3	4	5	6
7	7	7	7	7
9	10	11	12	13
7	7	7	7	7
16	17	18	19	20
7	7	7	7	7
23	24	25	26	27
7	7	7	7	7
30	31			
7	7			
OCTOBER				
M	T	W	T	F
				1
				7
4	5	6	7	8
7	7	7	7	7
11	12	13	14	15
7	7	7	7	7
18	19	20	21	22
7	7	7	7	7
25	26	27	28	29
7	7	7	7	7
DECEMBER				
M	T	W	T	F
		1	2	3
		7	7	7
6	7	8	9	10
7	7	7	7	7
13	14	15	16	17
7	7	7	7	7
20	21	22	23	24
7	7	7	7	7
27	28	29	30	31
7	7	7	NW	7
FEBRUARY				
M	T	W	T	F
	1	2	3	4
	7	7	7	7
7	8	9	10	11
7	7	7	7	7
14	15	16	17	18
7	7	7	7	7
21	22	23	24	25
7	7	7	7	7
28				
7				
APRIL				
M	T	W	T	F
				1
				7
4	5	6	7	8
7	7	7	7	7
11	12	13	14	15
7	7	7	7	7
18	19	20	21	22
7	7	7	7	7
25	26	27	28	29
7	7	7	7	7
JUNE				
M	T	W	T	F
		1	2	3
		8.75	8.75	8.75
6	7	8	9	10
8.75	8.75	8.75	8.75	C
13	14	15	16	17
8.75	8.75	8.75	8.75	C
20	21	22	23	24
8.75	8.75	8.75	8.75	C
27	28	29	30	
8.75	8.75	8.75	8.75	

CONTRACT START 07/01/21
 CONTRACT END 06/30/22
 DAYS IN CONTRACT 260
 HOURS/DAY (REG) 7.0
 PAID HOLIDAYS 9

SPECIAL NOTE
 If you normally work an 8 hour day under these pay types, your long days are 10 hours.
 If you normally work a 7½ hour day under these pay types, your long days are 9 hours 23 minutes.
 If you normally work a 7 hour day under these pay types, your long days are 8 hours 75 minutes

PH Paid Holiday
 C Closed
 NW Not Worked
 LR Leave Required

col 1 + col 2 = / hours = days
 913.5 + 908.25 = 1821.75 / 7.0 = 260.25

ASSISTANT PRINCIPALS

2021-2022 School Calendar

July 2021						
Su	M	Tu	W	Th	F	Sa
					F/23	24
25	26	27	28	29	30	31

August 2021						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	PH	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	P	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	NW	12	13
14	15	16	17	18	19	20
21	22	23	NW	PH	PH	27
28	29	30				

December 2021						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	NW	NW	NW	PH	PH	25
26	PH	NW	NW	PH	PH	

January 2022						
Su	M	Tu	W	Th	F	Sa
						1
2	P	4	5	6	7	8
9	10	11	12	13	14	15
16	NW	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	NW	22	23	24	25	26
27	28					

March 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	P	NW	12
13	PH	PH	PH	PH	PH	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	NW	30

May 2022						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	NW	31				

June 2022						
Su	M	Tu	W	Th	F	Sa
			1	2	L/3	

PH
LR
NW

PH Paid Holiday
LR Leave Required
NW Non Working

C
F/L
P

C County Office Closed
F/L First / Last Day
P Planning Day

July	23	First Day
Sept	6	Labor Day - School Holiday
Oct	8	Planning Day
Nov	11	Veteran's Day - School Holiday
Nov	24	School Holiday
Nov	25-26	Thanksgiving Holiday
Dec	20-31	Christmas Break
Jan	3	Planning Day

Jan	17	Martin Luther King - School Holiday
Feb	21	President's Day - School Holiday
Mar	10	Planning Day
Mar	11	School Holiday
Mar	14-18	Spring Break
April	29	School Holiday
May	30	Memorial Day
June	3	Last Day

ASSISTANT PRINCIPALS

NO. OF CHECKS	1/12 OF ANNUAL CONTRACT PER REGULAR PAY PERIOD						DUE IN FINANCE
	FROM	THROUGH	PAYDAY	DAYS WORKED	HOLIDAYS	REPORT	
12	JULY 23	AUG. 18	AUG. 31	19	0	19	AUG. 20
11	AUG. 19	SEPT. 17	SEPT. 30	21	1	22	SEPT. 21
10	SEPT. 20	OCT. 15	OCT. 29	20	0	20	OCT. 19
9	OCT. 18	NOV. 16	NOV. 30	21	0	21	NOV. 18
8	NOV. 17	DEC. 7	DEC. 17	12	2	14	DEC. 9
7	DEC. 8	JAN. 18	JAN. 31	19	5	24	JAN. 20
6	JAN. 19	FEB. 15	FEB. 28	20	0	20	FEB. 17
5	FEB. 16	MAR. 4	MAR. 31	12	0	12	MAR. 8
4	MAR. 7	APR. 15	APR. 28	24	5	29	APR. 19
3	APR. 18	MAY 17	MAY 31	21	0	21	MAY 19
2	MAY 18	JUNE 3	JUNE 3	12	0	12	MAY 26*
1	Summer Check		JUNE 3				
TOTAL				201	13	214	
DUE DATES WITH * ARE PROJECTED							

2021-2022 ASSISTANT PRINCIPALS

JULY				
M	T	W	T	F
				23
				8
26	27	28	29	30
8	8	8	8	8

SEPTEMBER				
M	T	W	T	F
		1	2	3
		8	8	8
6	7	8	9	10
8	8	8	8	8
13	14	15	16	17
8	8	8	8	8
20	21	22	23	24
8	8	8	8	8
27	28	29	30	
8	8	8	8	

NOVEMBER				
M	T	W	T	F
1	2	3	4	5
8	8	8	8	8
8	8	8	NW	8
15	16	17	18	19
8	8	8	8	8
22	23	NW	8	8
8	8	NW	8	8
29	30			
8	8			

JANUARY				
M	T	W	T	F
3	4	5	6	7
8	8	8	8	8
10	11	12	13	14
8	8	8	8	8
17	18	19	20	21
NW	8	8	8	8
24	25	26	27	28
8	8	8	8	8
31				
8				

MARCH				
M	T	W	T	F
	1	2	3	4
	8	8	8	8
7	8	9	10	NW
8	8	8	8	8
14	15	16	17	18
8	8	8	8	8
21	22	23	24	25
8	8	8	8	8
28	29	30	31	
8	8	8	8	

MAY				
M	T	W	T	F
2	3	4	5	6
8	8	8	8	8
9	10	11	12	13
8	8	8	8	8
16	17	18	19	20
8	8	8	8	8
23	24	25	26	27
8	8	8	8	8
NW	8			

AUGUST				
M	T	W	T	F
2	3	4	5	6
8	8	8	8	8
9	10	11	12	13
8	8	8	8	8
16	17	18	19	20
8	8	8	8	8
23	24	25	26	27
8	8	8	8	8
30	31			
8	8			

OCTOBER				
M	T	W	T	F
				1
				8
4	5	6	7	8
8	8	8	8	8
11	12	13	14	15
8	8	8	8	8
18	19	20	21	22
8	8	8	8	8
25	26	27	28	29
8	8	8	8	8

DECEMBER				
M	T	W	T	F
		1	2	3
		8	8	8
6	7	8	9	10
8	8	8	8	8
13	14	15	16	17
8	8	8	8	8
20	21	NW	8	8
NW	NW	NW	8	8
27	NW	NW	8	8
8	NW	NW	8	8

FEBRUARY				
M	T	W	T	F
	1	2	3	4
	8	8	8	8
7	8	9	10	11
8	8	8	8	8
14	15	16	17	18
8	8	8	8	8
21	22	23	24	25
NW	8	8	8	8
28				
8				

APRIL				
M	T	W	T	F
				1
				8
4	5	6	7	8
8	8	8	8	8
11	12	13	14	15
8	8	8	8	8
18	19	20	21	22
8	8	8	8	8
25	26	27	28	29
8	8	8	8	NW

JUNE				
M	T	W	T	F
		1	2	3
		8	8	8

CONTRACT START 07/23/21
 CONTRACT END 06/03/22
 DAYS IN CONTRACT 214
 HOURS/DAY (REG) 8.0
 PAID HOLIDAYS 13

PH Paid Holiday
 C Closed
 NW Not Worked

col 1 + col 2 = / hours = days
 888 + 824 = 1712 / 8.0 = 214.00

10 MONTH INST & SRO

2021-2022 School Calendar

July 2021						
Su	M	Tu	W	Th	F	Sa

August 2021						
Su	M	Tu	W	Th	F	Sa
1	F/2	3	P	P	P	7
8	P	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	PH	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	P	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	NW	12	13
14	15	16	17	18	19	20
21	22	23	NW	PH	PH	27
28	29	30				

December 2021						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	NW	NW	NW	NW	NW	25
26	PH	NW	NW	NW	PH	

January 2022						
Su	M	Tu	W	Th	F	Sa
						1
2	P	4	5	6	7	8
9	10	11	12	13	14	15
16	NW	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	NW	22	23	24	25	26
27	28					

March 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	P	NW	12
13	NW	NW	NW	NW	NW	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	NW	30

May 2022						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	P	L/27	

June 2022						
Su	M	Tu	W	Th	F	Sa

PH	Paid Holiday
	Staff Development
NW	Non Working

F/L	First / Last Day
P	Planning Day

Aug	2	First Day
Sept	6	Labor Day - School Holiday
Oct	8	Planning Day
Nov	11	Veteran's Day - School Holiday
Nov	24	School Holiday
Nov	25-26	Thanksgiving Holiday
Dec	20-31	Christmas Break
Jan	3	Planning Day

Jan	17	Martin Luther King - School Holiday
Feb	21	President's Day - School Holiday
Mar	10	Planning Day
Mar	11	School Holiday
Mar	14-18	Spring Break
Apr	29	School Holiday
May	26-27	Post Planning Days
May	27	Last Day

10 MONTH INST & SECURITY OFFICERS

NO. OF CHECKS	1/24 OF ANNUAL CONTRACT PER REGULAR PAY PERIOD						DUE IN FINANCE
	FROM	THROUGH	PAYDAY	DAYS WORKED	HOLIDAYS	REPORT	
24	AUG. 2	AUG. 5	AUG. 13	4	0	4	AUG. 6
23	AUG. 6	AUG. 18	AUG. 31	9	0	9	AUG. 20
22	AUG. 19	SEPT. 1	SEPT. 15	10	0	10	SEPT. 3
21	SEPT. 2	SEPT. 17	SEPT. 30	11	1	12	SEPT. 21
20	SEPT. 20	OCT. 1	OCT. 15	10	0	10	OCT. 5
19	OCT. 4	OCT. 15	OCT. 29	10	0	10	OCT. 19
18	OCT. 18	NOV. 2	NOV. 15	12	0	12	NOV. 4
17	NOV. 3	NOV. 16	NOV. 30	9	0	9	NOV. 18
16	NOV. 17	DEC. 2	DEC. 15	9	2	11	DEC. 6
15	DEC. 3	DEC. 7	DEC. 17	3	0	3	DEC. 9
14	DEC. 8	JAN. 4	JAN. 14	10	2	12	JAN. 6
13	JAN. 5	JAN. 18	JAN. 31	9	0	9	JAN. 20
12	JAN. 19	FEB. 2	FEB. 15	11	0	11	FEB. 4
11	FEB. 3	FEB. 15	FEB. 28	9	0	9	FEB. 17
10	FEB. 16	FEB. 25	MAR. 9	7	0	7	MAR. 1
9	FEB. 28	MAR. 4	MAR. 31	5	0	5	MAR. 8
8	MAR. 7	APR. 5	APR. 15	16	0	16	APR. 7
7	APR. 6	APR. 15	APR. 28	8	0	8	APR. 19
6	APR. 18	MAY 3	MAY 13	11	0	11	MAY 5
5	MAY 4	MAY 27	MAY 27	18	0	18	MAY 17*
4	SUMMER CHECK		MAY 27				
3	SUMMER CHECK		MAY 27				
2	SUMMER CHECK		MAY 27				
1	SUMMER CHECK		MAY 27				
TOTAL				191	5	196	
DUE DATES WITH * ARE PROJECTED							

2021-2022 10-MONTH INST. & SECURITY OFFICERS

CONTRACT START 08/02/21
 CONTRACT END 05/27/22
 DAYS IN CONTRACT 196
 HOURS/DAY (REG) 7.5
 PAID HOLIDAYS 5

PH Paid Holiday
 C Closed
 NW Not Worked

JULY					AUGUST						
M	T	W	T	F	M	T	W	T	F		
					0.00	7.5 ²	7.5 ³	7.5 ⁴	7.5 ⁵	7.5 ⁶	37.50
					0.00	7.5 ⁹	7.5 ¹⁰	7.5 ¹¹	7.5 ¹²	7.5 ¹³	37.50
					0.00	7.5 ¹⁶	7.5 ¹⁷	7.5 ¹⁸	7.5 ¹⁹	7.5 ²⁰	37.50
					0.00	7.5 ²³	7.5 ²⁴	7.5 ²⁵	7.5 ²⁶	7.5 ²⁷	37.50
					0.00	7.5 ³⁰	7.5 ³¹				15.00
SEPTEMBER					OCTOBER						
M	T	W	T	F	M	T	W	T	F		
		7.5 ¹	7.5 ²	7.5 ³	22.50					7.5 ¹	7.50
7.5 ⁶	7.5 ⁷	7.5 ⁸	7.5 ⁹	7.5 ¹⁰	37.50	7.5 ⁴	7.5 ⁵	7.5 ⁶	7.5 ⁷	7.5 ⁸	37.50
7.5 ¹³	7.5 ¹⁴	7.5 ¹⁵	7.5 ¹⁶	7.5 ¹⁷	37.50	7.5 ¹¹	7.5 ¹²	7.5 ¹³	7.5 ¹⁴	7.5 ¹⁵	37.50
7.5 ²⁰	7.5 ²¹	7.5 ²²	7.5 ²³	7.5 ²⁴	37.50	7.5 ¹⁸	7.5 ¹⁹	7.5 ²⁰	7.5 ²¹	7.5 ²²	37.50
7.5 ²⁷	7.5 ²⁸	7.5 ²⁹	7.5 ³⁰		30.00	7.5 ²⁵	7.5 ²⁶	7.5 ²⁷	7.5 ²⁸	7.5 ²⁹	37.50
NOVEMBER					DECEMBER						
M	T	W	T	F	M	T	W	T	F		
7.5 ¹	7.5 ²	7.5 ³	7.5 ⁴	7.5 ⁵	37.50		7.5 ¹	7.5 ²	7.5 ³	22.50	
7.5 ⁸	7.5 ⁹	7.5 ¹⁰	NW ¹¹	7.5 ¹²	30.00	7.5 ⁶	7.5 ⁷	7.5 ⁸	7.5 ⁹	7.5 ¹⁰	37.50
7.5 ¹⁵	7.5 ¹⁶	7.5 ¹⁷	7.5 ¹⁸	7.5 ¹⁹	37.50	7.5 ¹³	7.5 ¹⁴	7.5 ¹⁵	7.5 ¹⁶	7.5 ¹⁷	37.50
7.5 ²²	7.5 ²³	NW ²⁴	7.5 ²⁵	7.5 ²⁶	30.00	NW ²⁰	NW ²¹	NW ²²	NW ²³	NW ²⁴	0.00
7.5 ²⁹	7.5 ³⁰				15.00	7.5 ²⁷	NW ²⁸	NW ²⁹	NW ³⁰	7.5 ³¹	15.00
JANUARY					FEBRUARY						
M	T	W	T	F	M	T	W	T	F		
7.5 ³	7.5 ⁴	7.5 ⁵	7.5 ⁶	7.5 ⁷	37.50		7.5 ¹	7.5 ²	7.5 ³	7.5 ⁴	30.00
7.5 ¹⁰	7.5 ¹¹	7.5 ¹²	7.5 ¹³	7.5 ¹⁴	37.50	7.5 ⁷	7.5 ⁸	7.5 ⁹	7.5 ¹⁰	7.5 ¹¹	37.50
NW ¹⁷	7.5 ¹⁸	7.5 ¹⁹	7.5 ²⁰	7.5 ²¹	30.00	7.5 ¹⁴	7.5 ¹⁵	7.5 ¹⁶	7.5 ¹⁷	7.5 ¹⁸	37.50
7.5 ²⁴	7.5 ²⁵	7.5 ²⁶	7.5 ²⁷	7.5 ²⁸	37.50	NW ²¹	7.5 ²²	7.5 ²³	7.5 ²⁴	7.5 ²⁵	30.00
7.5 ³¹					7.50	7.5 ²⁸					7.50
MARCH					APRIL						
M	T	W	T	F	M	T	W	T	F		
	7.5 ¹	7.5 ²	7.5 ³	7.5 ⁴	30.00					7.5 ¹	7.50
7.5 ⁷	7.5 ⁸	7.5 ⁹	7.5 ¹⁰	NW ¹¹	30.00	7.5 ⁴	7.5 ⁵	7.5 ⁶	7.5 ⁷	7.5 ⁸	37.50
NW ¹⁴	NW ¹⁵	NW ¹⁶	NW ¹⁷	NW ¹⁸	0.00	7.5 ¹¹	7.5 ¹²	7.5 ¹³	7.5 ¹⁴	7.5 ¹⁵	37.50
7.5 ²¹	7.5 ²²	7.5 ²³	7.5 ²⁴	7.5 ²⁵	37.50	7.5 ¹⁸	7.5 ¹⁹	7.5 ²⁰	7.5 ²¹	7.5 ²²	37.50
7.5 ²⁸	7.5 ²⁹	7.5 ³⁰	7.5 ³¹		30.00	7.5 ²⁵	7.5 ²⁶	7.5 ²⁷	7.5 ²⁸	NW ²⁹	30.00
MAY					JUNE						
M	T	W	T	F	M	T	W	T	F		
7.5 ²	7.5 ³	7.5 ⁴	7.5 ⁵	7.5 ⁶	37.50						0.00
7.5 ⁹	7.5 ¹⁰	7.5 ¹¹	7.5 ¹²	7.5 ¹³	37.50						0.00
7.5 ¹⁶	7.5 ¹⁷	7.5 ¹⁸	7.5 ¹⁹	7.5 ²⁰	37.50						0.00
7.5 ²³	7.5 ²⁴	7.5 ²⁵	7.5 ²⁶	7.5 ²⁷	37.50						0.00
					0.00						0.00

col 1 + col 2 = / hours = days
 742.5 + 727.5 = 1470 / 7.5 = 196.00

ELEMENTARY GUIDANCE

2021-2022 School Calendar

July 2021						
Su	M	Tu	W	Th	F	Sa
					F/23	24
25	26	27	28	29	30	31

August 2021						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
	PH	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	P	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	NW	12	13
14	15	16	17	18	19	20
21	22	23	NW	PH	PH	27
28	29	30				

December 2021						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	NW	NW	NW	NW	NW	25
26	PH	NW	NW	NW	PH	

January 2022						
Su	M	Tu	W	Th	F	Sa
						1
2	P	4	5	6	7	8
9	10	11	12	13	14	15
16	NW	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	NW	22	23	24	25	26
27	28					

March 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	P	NW	12
13	NW	NW	NW	NW	NW	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	NW	30

May 2022						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	NW	31				

June 2022						
Su	M	Tu	W	Th	F	Sa
			1	2	L/3	

PH Paid Holiday
NW Non Working

F/L First / Last Day
P Planning Day

Jul	23	First Day
Sept	6	Labor Day - School Holiday
Oct	8	Planning Day
Nov	11	Veteran's Day - School Holiday
Nov	24	School Holiday
Nov	25-26	Thanksgiving Holiday
Dec	20-31	Christmas Break
Jan	3	Planning Day

Jan	17	Martin Luther King - School Holiday
Feb	21	President's Day - School Holiday
Mar	10	Planning Day
Mar	11	School Holiday
Mar	14-18	Spring Break
Apr	29	School Holiday
May	30	Memorial Day
June	3	Last Day

ELEMENTARY GUIDANCE

1/24 OF ANNUAL CONTRACT PER REGULAR PAY PERIOD

NO. OF CHECKS	FROM	THROUGH	PAYDAY	DAYS WORKED	HOLIDAYS	REPORT	DUE IN FINANCE
24	JULY 23	AUG. 5	AUG. 13	10	0	10	AUG. 6
23	AUG. 6	AUG. 18	AUG. 31	9	0	9	AUG. 20
22	AUG. 19	SEPT. 1	SEPT. 15	10	0	10	SEPT. 3
21	SEPT. 2	SEPT. 17	SEPT. 30	11	1	12	SEPT. 21
20	SEPT. 20	OCT. 1	OCT. 15	10	0	10	OCT. 5
19	OCT. 4	OCT. 15	OCT. 29	10	0	10	OCT. 19
18	OCT. 18	NOV. 2	NOV. 15	12	0	12	NOV. 4
17	NOV. 3	NOV. 16	NOV. 30	9	0	9	NOV. 18
16	NOV. 17	DEC. 2	DEC. 15	9	2	11	DEC. 6
15	DEC. 3	DEC. 7	DEC. 17	3	0	3	DEC. 9
14	DEC. 8	JAN. 4	JAN. 14	10	2	12	JAN. 6
13	JAN. 5	JAN. 18	JAN. 31	9	0	9	JAN. 20
12	JAN. 19	FEB. 2	FEB. 15	11	0	11	FEB. 4
11	FEB. 3	FEB. 15	FEB. 28	9	0	9	FEB. 17
10	FEB. 16	FEB. 25	MAR. 9	7	0	7	MAR. 1
9	FEB. 28	MAR. 4	MAR. 31	5	0	5	MAR. 8
8	MAR. 7	APR. 5	APR. 15	16	0	16	APR. 7
7	APR. 6	APR. 15	APR. 28	8	0	8	APR. 19
6	APR. 18	MAY 3	MAY 13	11	0	11	MAY 5
5	MAY 4	MAY 17	MAY 31	10		10	MAY 19
4	MAY 18	JUNE 3	JUNE 3	12	0	12	MAY 26*
3	SUMMER CHECK						
2	SUMMER CHECK						
1	SUMMER CHECK						
TOTAL				201	5	206	
DUE DATES WITH * ARE PROJECTED							

2021-2022 ELEMENTARY GUIDANCE

JULY				
M	T	W	T	F
				7.5 ²³
7.5 ²⁶	7.5 ²⁷	7.5 ²⁸	7.5 ²⁹	7.5 ³⁰
SEPTEMBER				
M	T	W	T	F
		7.5 ¹	7.5 ²	7.5 ³
7.5 ⁶	7.5 ⁷	7.5 ⁸	7.5 ⁹	7.5 ¹⁰
7.5 ¹³	7.5 ¹⁴	7.5 ¹⁵	7.5 ¹⁶	7.5 ¹⁷
7.5 ²⁰	7.5 ²¹	7.5 ²²	7.5 ²³	7.5 ²⁴
7.5 ²⁷	7.5 ²⁸	7.5 ²⁹	7.5 ³⁰	
NOVEMBER				
M	T	W	T	F
7.5 ¹	7.5 ²	7.5 ³	7.5 ⁴	7.5 ⁵
7.5 ⁸	7.5 ⁹	7.5 ¹⁰	NW ¹¹	7.5 ¹²
7.5 ¹⁵	7.5 ¹⁶	7.5 ¹⁷	7.5 ¹⁸	7.5 ¹⁹
7.5 ²²	7.5 ²³	NW ²⁴	7.5 ²⁵	7.5 ²⁶
7.5 ²⁹	7.5 ³⁰			
JANUARY				
M	T	W	T	F
7.5 ³	7.5 ⁴	7.5 ⁵	7.5 ⁶	7.5 ⁷
7.5 ¹⁰	7.5 ¹¹	7.5 ¹²	7.5 ¹³	7.5 ¹⁴
NW ¹⁷	7.5 ¹⁸	7.5 ¹⁹	7.5 ²⁰	7.5 ²¹
7.5 ²⁴	7.5 ²⁵	7.5 ²⁶	7.5 ²⁷	7.5 ²⁸
7.5 ³¹				
MARCH				
M	T	W	T	F
	7.5 ¹	7.5 ²	7.5 ³	7.5 ⁴
7.5 ⁷	7.5 ⁸	7.5 ⁹	7.5 ¹⁰	NW ¹¹
NW ¹⁴	NW ¹⁵	NW ¹⁶	NW ¹⁷	NW ¹⁸
7.5 ²¹	7.5 ²²	7.5 ²³	7.5 ²⁴	7.5 ²⁵
7.5 ²⁸	7.5 ²⁹	7.5 ³⁰	7.5 ³¹	
MAY				
M	T	W	T	F
7.5 ²	7.5 ³	7.5 ⁴	7.5 ⁵	7.5 ⁶
7.5 ⁹	7.5 ¹⁰	7.5 ¹¹	7.5 ¹²	7.5 ¹³
7.5 ¹⁶	7.5 ¹⁷	7.5 ¹⁸	7.5 ¹⁹	7.5 ²⁰
7.5 ²³	7.5 ²⁴	7.5 ²⁵	7.5 ²⁶	7.5 ²⁷
NW ³⁰	7.5 ³¹			

AUGUST				
M	T	W	T	F
7.5 ²	7.5 ³	7.5 ⁴	7.5 ⁵	7.5 ⁶
7.5 ⁹	7.5 ¹⁰	7.5 ¹¹	7.5 ¹²	7.5 ¹³
7.5 ¹⁶	7.5 ¹⁷	7.5 ¹⁸	7.5 ¹⁹	7.5 ²⁰
7.5 ²³	7.5 ²⁴	7.5 ²⁵	7.5 ²⁶	7.5 ²⁷
7.5 ³⁰	7.5 ³¹			
OCTOBER				
M	T	W	T	F
				7.5 ¹
7.5 ⁴	7.5 ⁵	7.5 ⁶	7.5 ⁷	7.5 ⁸
7.5 ¹¹	7.5 ¹²	7.5 ¹³	7.5 ¹⁴	7.5 ¹⁵
7.5 ¹⁸	7.5 ¹⁹	7.5 ²⁰	7.5 ²¹	7.5 ²²
7.5 ²⁵	7.5 ²⁶	7.5 ²⁷	7.5 ²⁸	7.5 ²⁹
DECEMBER				
M	T	W	T	F
		7.5 ¹	7.5 ²	7.5 ³
7.5 ⁶	7.5 ⁷	7.5 ⁸	7.5 ⁹	7.5 ¹⁰
7.5 ¹³	7.5 ¹⁴	7.5 ¹⁵	7.5 ¹⁶	7.5 ¹⁷
NW ²⁰	NW ²¹	NW ²²	NW ²³	NW ²⁴
7.5 ²⁷	NW ²⁸	NW ²⁹	NW ³⁰	7.5 ³¹
FEBRUARY				
M	T	W	T	F
	7.5 ¹	7.5 ²	7.5 ³	7.5 ⁴
7.5 ⁷	7.5 ⁸	7.5 ⁹	7.5 ¹⁰	7.5 ¹¹
7.5 ¹⁴	7.5 ¹⁵	7.5 ¹⁶	7.5 ¹⁷	7.5 ¹⁸
NW ²¹	7.5 ²²	7.5 ²³	7.5 ²⁴	7.5 ²⁵
7.5 ²⁸				
APRIL				
M	T	W	T	F
				7.5 ¹
7.5 ⁴	7.5 ⁵	7.5 ⁶	7.5 ⁷	7.5 ⁸
7.5 ¹¹	7.5 ¹²	7.5 ¹³	7.5 ¹⁴	7.5 ¹⁵
7.5 ¹⁸	7.5 ¹⁹	7.5 ²⁰	7.5 ²¹	7.5 ²²
7.5 ²⁵	7.5 ²⁶	7.5 ²⁷	7.5 ²⁸	NW ²⁹
JUNE				
M	T	W	T	F
		7.5 ¹	7.5 ²	7.5 ³

CONTRACT START 07/23/21
 CONTRACT END 06/03/22
 DAYS IN CONTRACT 206
 HOURS/DAY (REG) 7.5
 PAID HOLIDAYS 5

PH Paid Holiday
 C Closed
 NW Not Worked

col 1 + col 2 = / hours = days
 795 + 750 = 1545 / 7.5 = 206.00

SECONDARY GUIDANCE & 11 MONTH INST.

2021-2022 School Calendar

July 2021						
Su	M	Tu	W	Th	F	Sa
	F/19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	PH	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	P	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	NW	12	13
14	15	16	17	18	19	20
21	22	23	NW	PH	PH	27
28	29	30				

December 2021						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	NW	NW	NW	NW	NW	25
26	PH	NW	NW	NW	PH	

January 2022						
Su	M	Tu	W	Th	F	Sa
						1
2	P	4	5	6	7	8
9	10	11	12	13	14	15
16	NW	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	NW	22	23	24	25	26
27	28					

March 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	P	NW	12
13	NW	NW	NW	NW	NW	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	NW	30

May 2022						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	NW	31				

June 2022						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	C	11
12	13	L/14				

PH	Paid Holiday
NW	Non Working
P	Planning Day

C	County Office Closed
F/L	First / Last Day

Jul	19	First Day
Sept	6	Labor Day - School Holiday
Oct	8	Planning Day
Nov	11	Veteran's Day - School Holiday
Nov	24	School Holiday
Nov	25-26	Thanksgiving Holiday
Dec	20-31	Christmas Break
Jan	3	Planning Day

Jan	17	Martin Luther King - School Holiday
Feb	21	President's Day - School Holiday
Mar	10	Planning Day
Mar	11	School Holiday
Mar	14-18	Spring Break
Apr	29	School Holiday
May	30	Memorial Day
June	14	Last Day

SECONDARY GUIDANCE & 11 MO INSTRUCTIONAL

1/24 OF ANNUAL CONTRACT PER REGULAR PAY PERIOD

NO. OF CHECKS	FROM	THROUGH	PAYDAY	DAYS WORKED	HOLIDAYS	REPORT	DUE IN FINANCE
24	JULY 19	JULY 21	JULY 30	3	0	3	JULY 22
23	JULY 22	AUG. 5	AUG. 13	11	0	11	AUG. 6
22	AUG. 6	AUG. 18	AUG. 31	9	0	9	AUG. 20
21	AUG. 19	SEPT. 1	SEPT. 15	10	0	10	SEPT. 3
20	SEPT. 2	SEPT. 17	SEPT. 30	11	1	12	SEPT. 21
19	SEPT. 20	OCT. 1	OCT. 15	10	0	10	OCT. 5
18	OCT. 4	OCT. 15	OCT. 29	10	0	10	OCT. 19
17	OCT. 18	NOV. 2	NOV. 15	12	0	12	NOV. 4
16	NOV. 3	NOV. 16	NOV. 30	9	0	9	NOV. 18
15	NOV. 17	DEC. 2	DEC. 15	9	2	11	DEC. 6
14	DEC. 3	DEC. 7	DEC. 17	3	0	3	DEC. 9
13	DEC. 8	JAN. 4	JAN. 14	10	2	12	JAN. 6
12	JAN. 5	JAN. 18	JAN. 31	9	0	9	JAN. 20
11	JAN. 19	FEB. 2	FEB. 15	11	0	11	FEB. 4
10	FEB. 3	FEB. 15	FEB. 28	9	0	9	FEB. 17
9	FEB. 16	FEB. 25	MAR. 9	7	0	7	MAR. 1
8	FEB. 28	MAR. 4	MAR. 31	5	0	5	MAR. 8
7	MAR. 7	APR. 5	APR. 15	16	0	16	APR. 7
6	APR. 6	APR. 15	APR. 28	8	0	8	APR. 19
5	APR. 18	MAY 3	MAY 13	11	0	11	MAY 5
4	MAY 4	MAY 17	MAY 31	10		10	MAY 19
3	MAY 18	JUNE 14	JUNE 14	18	0	18	JUNE2*
2	SUMMER CHECK		JUNE 14	0	0	0	
1	SUMMER CHECK		JUNE 14	0	0	0	

TOTAL

211

5

216

DUE DATES WITH * ARE PROJECTED

PARA'S, BUS DRIVERS & BUS PARA'S

2021-2022 School Calendar

July 2021						
Su	M	Tu	W	Th	F	Sa

August 2021						
Su	M	Tu	W	Th	F	Sa
		F/10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	PH	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	NW	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	NW	12	13
14	15	16	17	18	19	20
21	22	23	NW	PH	PH	27
28	29	30				

December 2021						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	NW	NW	NW	NW	PH	25
26	PH	NW	NW	NW	PH	

January 2022						
Su	M	Tu	W	Th	F	Sa
						1
2	NW	4	5	6	7	8
9	10	11	12	13	14	15
16	NW	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	NW	22	23	24	25	26
27	28					

March 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	NW	NW	12
13	NW	NW	NW	PH	PH	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	NW	30

May 2022						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	L/25			

June 2022						
Su	M	Tu	W	Th	F	Sa

PH	Paid Holiday
NW	Non Working
F/L	First / Last Day

Aug	10	First Day
Sept	6	Labor Day - School Holiday
Oct	8	Planning Day
Nov	11	Veteran's Day - School Holiday
Nov	24	School Holiday
Nov	25-26	Thanksgiving Holiday
Dec	20-31	Christmas Break
Jan	3	Planning Day

Jan	17	Martin Luther King - School Holiday
Feb	21	President's Day - School Holiday
Mar	10	Planning Day
Mar	11	School Holiday
Mar	14-18	Spring Break
Apr	29	School Holiday
May	25	Last Day

PARAS, BUS DRIVERS & BUS AIDES

NO. OF CHECKS	1/24 OF ANNUAL CONTRACT PER REGULAR PAY PERIOD						DUE IN FINANCE
	FROM	THROUGH	PAYDAY	DAYS WORKED	HOLIDAYS	REPORT	
24	AUG. 10	AUG. 18	AUG. 31	7	0	7	AUG. 20
23	AUG. 19	SEPT. 1	SEPT. 15	10	0	10	SEPT. 3
22	SEPT. 2	SEPT. 17	SEPT. 30	11	1	12	SEPT. 21
21	SEPT. 20	OCT. 1	OCT. 15	10	0	10	OCT. 5
20	OCT. 4	OCT. 15	OCT. 29	9	0	9	OCT. 19
19	OCT. 18	NOV. 2	NOV. 15	12	0	12	NOV. 4
18	NOV. 3	NOV. 16	NOV. 30	9	0	9	NOV. 18
17	NOV. 17	DEC. 2	DEC. 15	9	2	11	DEC. 6
16	DEC. 3	DEC. 7	DEC. 17	3	0	3	DEC. 9
15	DEC. 8	JAN. 4	JAN. 14	9	3	12	JAN. 6
14	JAN. 5	JAN. 18	JAN. 31	9	0	9	JAN. 20
13	JAN. 19	FEB. 2	FEB. 15	11	0	11	FEB. 4
12	FEB. 3	FEB. 15	FEB. 28	9	0	9	FEB. 17
11	FEB. 16	FEB. 25	MAR. 9	7	0	7	MAR. 1
10	FEB. 28	MAR. 4	MAR. 31	5	0	5	MAR. 8
9	MAR. 7	APR. 5	APR. 15	15	2	17	APR. 7
8	APR. 6	APR. 15	APR. 28	8	0	8	APR. 19
7	APR. 18	MAY 3	MAY 13	11	0	11	MAY 5
6	MAY 4	MAY 25	MAY 25	16	0	16	MAY 17*
5	SUMMER CHECK		MAY 25				
4	SUMMER CHECK		MAY 25				
3	SUMMER CHECK		MAY 25				
2	SUMMER CHECK		MAY 25				
1	SUMMER CHECK		MAY 25				
TOTAL				180	8	188	
DUE DATES WITH * ARE PROJECTED							

FOOD SERVICE

2021-2022 School Calendar

July 2021						
Su	M	Tu	W	Th	F	Sa

August 2021						
Su	M	Tu	W	Th	F	Sa
				F/5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	PH	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	P	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	NW	12	13
14	15	16	17	18	19	20
21	22	23	NW	PH	PH	27
28	29	30				

December 2021						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	NW	NW	NW	NW	PH	25
26	PH	NW	NW	NW	PH	

January 2022						
Su	M	Tu	W	Th	F	Sa
						1
2	P	4	5	6	7	8
9	10	11	12	13	14	15
16	NW	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	NW	22	23	24	25	26
27	28					

March 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	NW	NW	12
13	NW	NW	NW	PH	PH	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	NW	30

May 2022						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	L/26		

June 2022						
Su	M	Tu	W	Th	F	Sa

PH	Paid Holiday
NW	Non Working
F/L	First / Last Day

P	Planning Day
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Aug	5	First Day	Jan	17	Martin Luther King - School Holiday
Sept	6	Labor Day - School Holiday	Feb	21	President's Day - School Holiday
Oct	8	Planning Day	Mar	10	Planning Day
Nov	11	Veteran's Day - School Holiday	Mar	11	School Holiday
Nov	24	School Holiday	Mar	14-18	Spring Break
Nov	25-26	Thanksgiving Holiday	Apr	29	School Holiday
Dec	20-31	Christmas Break	May	26	Last Day
Jan	3	Planning Day			

FOOD SERVICE

1/24 OF ANNUAL CONTRACT PER REGULAR PAY PERIOD

NO. OF CHECKS	FROM	THROUGH	PAYDAY	DAYS WORKED	HOLIDAYS	REPORT	DUE IN FINANCE
24	AUG. 5	AUG. 5	AUG. 13	1	0	1	AUG. 6
23	AUG. 6	AUG. 18	AUG. 31	9	0	9	AUG. 20
22	AUG. 19	SEPT. 1	SEPT. 15	10	0	10	SEPT. 3
21	SEPT. 2	SEPT. 17	SEPT. 30	11	1	12	SEPT. 21
20	SEPT. 20	OCT. 1	OCT. 15	10	0	10	OCT. 5
19	OCT. 4	OCT. 15	OCT. 29	10	0	10	OCT. 19
18	OCT. 18	NOV. 2	NOV. 15	12	0	12	NOV. 4
17	NOV. 3	NOV. 16	NOV. 30	9	0	9	NOV. 18
16	NOV. 17	DEC. 2	DEC. 15	9	2	11	DEC. 6
15	DEC. 3	DEC. 7	DEC. 17	3	0	3	DEC. 9
14	DEC. 8	JAN. 4	JAN. 14	10	3	13	JAN. 6
13	JAN. 5	JAN. 18	JAN. 31	9	0	9	JAN. 20
12	JAN. 19	FEB. 2	FEB. 15	11	0	11	FEB. 4
11	FEB. 3	FEB. 15	FEB. 28	9	0	9	FEB. 17
10	FEB. 16	FEB. 25	MAR. 9	7	0	7	MAR. 1
9	FEB. 28	MAR. 4	MAR. 31	5	0	5	MAR. 8
8	MAR. 7	APR. 5	APR. 15	15	2	17	APR. 7
7	APR. 6	APR. 15	APR. 28	8	0	8	APR. 19
6	APR. 18	MAY 3	MAY 13	11	0	11	MAY 5
5	MAY 4	MAY 26	MAY 26	17	0	17	MAY 17*
4	SUMMER CHECK		MAY 26				
3	SUMMER CHECK		MAY 26				
2	SUMMER CHECK		MAY 26				
1	SUMMER CHECK		MAY 26				
TOTAL				186	8	194	
DUE DATES WITH * ARE PROJECTED							

2021-2022 FOOD SERVICES

JULY				
M	T	W	T	F
SEPTEMBER				
M	T	W	T	F
		1	2	3
		6	6	6
6	6	6	6	6
6	6	6	6	6
6	6	6	6	6
6	6	6	6	6
6	6	6	6	6
NOVEMBER				
M	T	W	T	F
1	2	3	4	5
6	6	6	6	6
6	6	6	NW	6
6	6	6	6	6
6	6	6	6	6
6	6	NW	6	6
6	6			
JANUARY				
M	T	W	T	F
3	4	5	6	7
6	6	6	6	6
6	6	6	6	6
NW	6	6	6	6
6	6	6	6	6
6				
MARCH				
M	T	W	T	F
	1	2	3	4
	6	6	6	6
6	6	6	NW	NW
NW	NW	NW	6	6
6	6	6	6	6
6	6	6	6	6
MAY				
M	T	W	T	F
2	3	4	5	6
6	6	6	6	6
6	6	6	6	6
6	6	6	6	6
6	6	6	6	6

AUGUST				
M	T	W	T	F
			5	6
			6	6
6	6	6	6	6
6	6	6	6	6
6	6	6	6	6
6	6	6	6	6
6	6			
OCTOBER				
M	T	W	T	F
				1
				6
6	6	6	6	6
6	6	6	6	6
6	6	6	6	6
6	6	6	6	6
6	6	6	6	6
DECEMBER				
M	T	W	T	F
		1	2	3
		6	6	6
6	6	6	6	6
6	6	6	6	6
6	6	6	6	6
NW	NW	NW	NW	6
6	NW	NW	NW	6
FEBRUARY				
M	T	W	T	F
	1	2	3	4
	6	6	6	6
6	6	6	6	6
6	6	6	6	6
6	6	6	6	6
NW	6	6	6	6
6				
APRIL				
M	T	W	T	F
				1
				6
6	6	6	6	6
6	6	6	6	6
6	6	6	6	6
6	6	6	6	6
6	6	6	6	NW
JUNE				
M	T	W	T	F

CONTRACT START 08/05/21
 CONTRACT END 05/26/22
 DAYS IN CONTRACT 194
 HOURS/DAY (REG) 6.0
 PAID HOLIDAYS 8
 MANAGERS HRS 7.0

PH Paid Holiday
 C Closed
 NW Not Worked

col 1 + col 2 = / hours = days
 594 + 570 = 1164 / 6.0 = 194.00

LESS 12 MO DATA

2021-2022 School Calendar

July 2021						
Su	M	Tu	W	Th	F	Sa
	F/19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
	PH	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	P	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	NW	12	13
14	15	16	17	18	19	20
21	22	23	NW	PH	PH	27
28	29	30				

December 2021						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	NW	NW	NW	NW	PH	25
26	PH	NW	NW	NW	PH	

January 2022						
Su	M	Tu	W	Th	F	Sa
						1
2	P	4	5	6	7	8
9	10	11	12	13	14	15
16	NW	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	NW	22	23	24	25	26
27	28					

March 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	P	NW	12
13	NW	NW	NW	PH	PH	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	NW	30

May 2022						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	NW	31				

June 2022						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	C	11
12	13	L/14				

PH	Paid Holiday
NW	Non Working
P	Planning Day

C	County Office Closed
F/L	First / Last Day

Jul	19	First Day
Sept	6	Labor Day - School Holiday
Oct	8	Planning Day
Nov	11	Veteran's Day - School Holiday
Nov	24	School Holiday
Nov	25-26	Thanksgiving Holiday
Dec	20-31	Christmas Break
Jan	3	Planning Day

Jan	17	Martin Luther King - School Holiday
Feb	21	President's Day - School Holiday
Mar	10	Planning Day
Mar	11	School Holiday
Mar	14-18	Spring Break
Apr	29	School Holiday
May	30	Memorial Day
June	14	Last Day

LESS THAN 12 -MONTH DATA ENTRY

NO. OF CHECKS	1/24 OF ANNUAL CONTRACT PER REGULAR PAY PERIOD						DUE IN FINANCE
	FROM	THROUGH	PAYDAY	DAYS WORKED	HOLIDAYS	REPORT	
24	JULY 19	JULY 21	JULY 30	3	0	3	JULY 22
23	JULY 22	AUG. 5	AUG. 13	11	0	11	AUG. 6
22	AUG. 6	AUG. 18	AUG. 31	9	0	9	AUG. 20
21	AUG. 19	SEPT. 1	SEPT. 15	10	0	10	SEPT. 3
20	SEPT. 2	SEPT. 17	SEPT. 30	11	1	12	SEPT. 21
19	SEPT. 20	OCT. 1	OCT. 15	10	0	10	OCT. 5
18	OCT. 4	OCT. 15	OCT. 29	10	0	10	OCT. 19
17	OCT. 18	NOV. 2	NOV. 15	12	0	12	NOV. 4
16	NOV. 3	NOV. 16	NOV. 30	9	0	9	NOV. 18
15	NOV. 17	DEC. 2	DEC. 15	9	2	11	DEC. 6
14	DEC. 3	DEC. 7	DEC. 17	3	0	3	DEC. 9
13	DEC. 8	JAN. 4	JAN. 14	10	3	13	JAN. 6
12	JAN. 5	JAN. 18	JAN. 31	9	0	9	JAN. 20
11	JAN. 19	FEB. 2	FEB. 15	11	0	11	FEB. 4
10	FEB. 3	FEB. 15	FEB. 28	9	0	9	FEB. 17
9	FEB. 16	FEB. 25	MAR. 9	7	0	7	MAR. 1
8	FEB. 28	MAR. 4	MAR. 31	5	0	5	MAR. 8
7	MAR. 7	APR. 5	APR. 15	16	2	18	APR. 7
6	APR. 6	APR. 15	APR. 28	8	0	8	APR. 19
5	APR. 18	MAY 3	MAY 13	11	0	11	MAY 5
4	MAY 4	MAY 17	MAY 31	10	0	10	MAY 19
3	MAY 18	JUNE 14	JUNE 14	18	0	18	JUNE 2*
2	SUMMER CHECK		JUNE 14			0	
1	SUMMER CHECK		JUNE			0	
TOTAL				211	8	219	

DUE DATES WITH * ARE PROJECTED

2021-2022 LESS THAN 12-MONTH DATA ENTRY

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

AUGUST				
M	T	W	T	F
2	3	4	5	6
8	8	8	8	8
9	10	11	12	13
8	8	8	8	8
16	17	18	19	20
8	8	8	8	8
23	24	25	26	27
8	8	8	8	8
30	31			
8	8			
OCTOBER				
M	T	W	T	F
				1
				8
4	5	6	7	8
8	8	8	8	8
11	12	13	14	15
8	8	8	8	8
18	19	20	21	22
8	8	8	8	8
25	26	27	28	29
8	8	8	8	8
DECEMBER				
M	T	W	T	F
		1	2	3
		8	8	8
6	7	8	9	10
8	8	8	8	8
13	14	15	16	17
8	8	8	8	8
20	21	22	23	24
NW	NW	NW	NW	8
27	NW	NW	NW	8
8	NW	NW	NW	8
FEBRUARY				
M	T	W	T	F
	1	2	3	4
	8	8	8	8
7	8	9	10	11
8	8	8	8	8
14	15	16	17	18
8	8	8	8	8
21	22	23	24	25
NW	8	8	8	8
28				
8				
APRIL				
M	T	W	T	F
				1
				8
4	5	6	7	8
8	8	8	8	8
11	12	13	14	15
8	8	8	8	8
18	19	20	21	22
8	8	8	8	8
25	26	27	28	29
8	8	8	8	NW
JUNE				
M	T	W	T	F
		1	2	3
		8	8	8
6	7	8	9	10
8	8	8	8	C
13	14			19
8	8			16
				0
				0

CONTRACT START 07/19/21
 CONTRACT END 06/14/22
 DAYS IN CONTRACT 219
 HOURS/DAY (REG) 8.0
 PAID HOLIDAYS 8

PH Paid Holiday
 C Closed
 NW Not Worked

col 1 + col 2 = / hours = days
 896 + 856 = 1752 / 8.0 = 219.00

LESS 12 MO SECRETARIES

2021-2022 School Calendar

July 2021						
Su	M	Tu	W	Th	F	Sa
	F/19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
	PH	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	P	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	NW	PH	PH	27
28	29	30				

December 2021						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	NW	NW	NW	NW	PH	25
26	PH	NW	NW	NW	PH	

January 2022						
Su	M	Tu	W	Th	F	Sa
						1
2	P	4	5	6	7	8
9	10	11	12	13	14	15
16	NW	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	NW	22	23	24	25	26
27	28					

March 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	P	NW	12
13	14	15	16	PH	PH	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	NW	30

May 2022						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	NW	31				

June 2022						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	C	11
12	13	14	L/15			

PH	Paid Holiday
NW	Non Working
P	Planning Day

C	County Office Closed
F/L	First / Last Day

Jul	19	First Day
Sept	6	Labor Day - School Holiday
Oct	8	Planning Day
Nov	11	Veteran's Day - School Holiday
Nov	24	School Holiday
Nov	25-26	Thanksgiving Holiday
Dec	20-31	Christmas Break
Jan	3	Planning Day

Jan	17	Martin Luther King - School Holiday
Feb	21	President's Day - School Holiday
Mar	10	Planning Day
Mar	11	School Holiday
Mar	14-18	Spring Break
Apr	29	School Holiday
May	30	Memorial Day
June	15	Last Day

LESS THAN 12 -MONTH SECRETARY

NO. OF CHECKS	1/24 OF ANNUAL CONTRACT PER REGULAR PAY PERIOD						DUE IN FINANCE
	FROM	THROUGH	PAYDAY	DAYS WORKED	HOLIDAYS	REPORT	
24	JULY 19	JULY 21	JULY 30	3	0	3	JULY 22
23	JULY 22	AUG. 5	AUG. 13	11	0	11	AUG. 6
22	AUG. 6	AUG. 18	AUG. 31	9	0	9	AUG. 20
21	AUG. 19	SEPT. 1	SEPT. 15	10	0	10	SEPT. 3
20	SEPT. 2	SEPT. 17	SEPT. 30	11	1	12	SEPT. 21
19	SEPT. 20	OCT. 1	OCT. 15	10	0	10	OCT. 5
18	OCT. 4	OCT. 15	OCT. 29	10	0	10	OCT. 19
17	OCT. 18	NOV. 2	NOV. 15	12	0	12	NOV. 4
16	NOV. 3	NOV. 16	NOV. 30	10	0	10	NOV. 18
15	NOV. 17	DEC. 2	DEC. 15	9	2	11	DEC. 6
14	DEC. 3	DEC. 7	DEC. 17	3	0	3	DEC. 9
13	DEC. 8	JAN. 4	JAN. 14	10	3	13	JAN. 6
12	JAN. 5	JAN. 18	JAN. 31	9	0	9	JAN. 20
11	JAN. 19	FEB. 2	FEB. 15	11	0	11	FEB. 4
10	FEB. 3	FEB. 15	FEB. 28	9	0	9	FEB. 17
9	FEB. 16	FEB. 25	MAR 9	7	0	7	MAR. 1
8	FEB.28	MAR. 4	MAR. 31	5	0	5	MAR. 8
7	MAR. 7	APR. 5	APR. 15	19	2	21	APR. 7
6	APR. 6	APR. 15	APR 28	8	0	8	APR. 19
5	APR. 18	MAY 3	MAY 13	11	0	11	MAY 5
4	MAY 4	MAY 17	MAY 31	10	0	10	MAY 19
3	MAY 18	JUNE 15	JUNE 15	19	0	19	JUNE 6*
2	SUMMER CHECK		JUNE 15			0	
1	SUMMER CHECK		JUNE 15			0	
TOTAL				216	8	224	

DUE DATES WITH * ARE PROJECTED

2021-2022 LESS THAN 12-MONTH SECRETARIES

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

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

CONTRACT START 07/19/21
 CONTRACT END 06/15/22
 DAYS IN CONTRACT 224
 HOURS/DAY (REG) 7.0
 PAID HOLIDAYS 8

PH Paid Holiday
 C Closed
 NW Not Worked

col 1 + col 2 = / hours = days
 812 + 756 = 1568 / 7.0 = 224.00