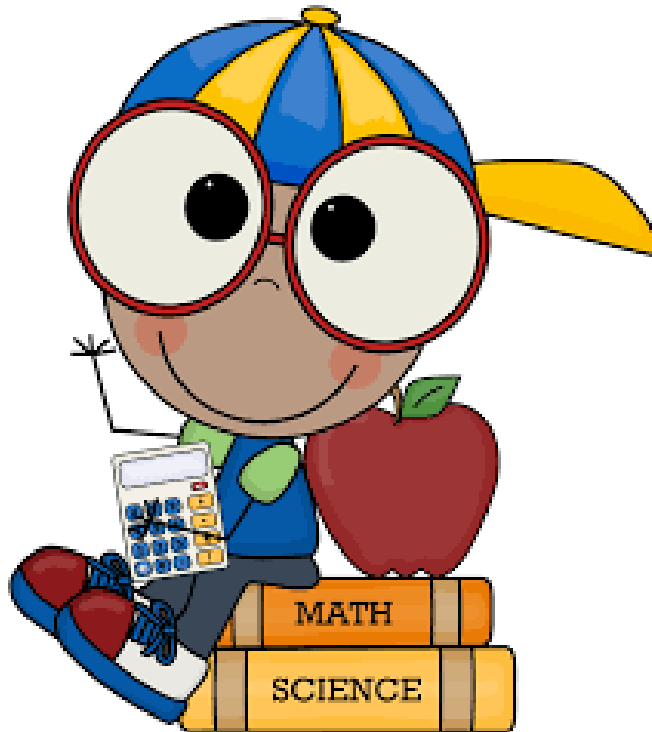


PAYROLL CALENDAR

2022 - 2023



Ellen Harper, Director of Business Services

Nassau County School District

1201 Atlantic Avenue

Fernandina Beach, FL 32034

PAYROLL PROCEDURES FOR 2022-2023

GENERAL PROVISIONS

The payroll calendar is used for reporting purposes only. Most employees are paid 1/24 of their annual contract each reporting period. Human Resources and Payroll need to be informed immediately when someone terminates, or is out on unpaid leave. It is very important that this is done as soon as you are made aware of the employee's intent. **DO NOT WAIT FOR THE PAY PERIOD THEIR END DATE IS IN - NOTIFY US IMMEDIATELY!**

Employees with contracts will receive a regular paycheck each pay day, unless they receive extra pay, are docked, or are inactivated.

Hourly, Temporary, Long-term Substitutes, and Teacher's without Certificates working at your school must be reported on your worksheet. These employees DO NOT automatically receive a check, their hours must be REPORTED in order to be paid.

All paychecks will be sent to the check location listed in Skyward, unless authorization is given from the appropriate supervisor, or the employee.

A designated school employee will pick up on-island paychecks in the payroll office. If the need arises for someone other than that designated employee to pick-up the checks, arrangements may be made by written authorization. Delivery of off-island paychecks will be made by courier.

Paychecks for employees on Assigned Duty Elsewhere will be sent to their regular work location.

PAYROLL PERIODS

The attached payroll calendars provide the payroll period dates. Worksheets, Time Off Transaction reports, and Sub-Tracking reports should all be signed by the Principal or Director, or their designee, and submitted according to the Payroll Due Dates. **ALL BACK-UP DOCUMENTATION FOR THESE REPORTS SHOULD BE KEPT AT THE SCHOOL/CENTER IN CASE THE AUDITORS WANT IT FOR REVIEW.**

Payrolls are due in the Finance Dept. by **4:00 p.m. on the date indicated.** **IT IS THE CENTER'S/SCHOOL'S RESPONSIBILITY, NOT THE COURIER'S, TO ENSURE THE PAYROLL IS DELIVERED ON TIME.**

INSTRUCTIONS FOR COMPLETING WORKSHEETS

1. Make sure your ACA Date Range at the top of your Payroll Worksheet is the same as the Payroll reporting dates. If not change them.

The screenshot shows a software window titled "HR\PA\CP\PWAPW - 2010 - Payroll Worksheet MISC. PAY - Employee Key Sequence". At the top, it displays "ACA Date Range: 02/02/2018 to: 02/15/2018". Below this is a table with columns: Name Key, Employee Name, Pay Code, Account Number, and Pay Rate. The table is currently empty. To the right of the table is a vertical toolbar with buttons: Build, Import, Purge, Refresh, Help, Add, Clone, Delete, Report, Close, Quick Add, Mass Vrfy, and Roll Back. Below the table, there are fields for "Worksheet Totals": Pay: 0.00, Factor/Hours: 0.00, Retire Hours: 0.00, ACA Hours: 0.00. There are also fields for "Employee:", "Employee Type:", "Building:", "Check Location:", "Hours Per Day: 0.0000", "Job Code", and "Total Pay: 0.00". A section titled "Updateable Information" contains fields for "Pay Rate: 0.0000", "Factor/Hours: 0.00", "Retire Hours: 0.00", "ACA Factor: 0.0000", and "ACA Hours: 0.00". A callout cloud on the left points to the "Pay Rate" and "Factor/Hours" fields. Another callout cloud on the right points to the "Retire" and "ACA HOURS" fields. At the bottom, there is a checkbox for "Record Verified" and a "SkyDoc" logo.

2. Worksheets need to be signed by the **principal or department head**. All time should be reported in hours.
 - a. When reporting an employee for any hours you must have an **HOURLY PAY RATE** and **FACTOR HOURS** or they will not be paid.
 - b. Make sure that the **ACA HOURS and RETIRE HOURS are correct and match the Factor/Hours reported for pay purposes.**
 - c. If you are docking someone you must report the factor hours as a **negative** amount (i.e, -7.00).
3. Overtime should be reported in hours on an EXPAY Code (for under 40 hours) and OTPAY Code (for over 40 hours). **Documentation for overtime should be keep at the school/center in case the Auditors want to review it.**

4. **IT IS VERY IMPORTANT THAT YOU MAKE SURE THAT THE CORRECT CODING IS USED TO PAY ANYONE OVER AND ABOVE THEIR REGULAR PAY.**
- a. **If you report the time using this coding:
1100 E 5100 7500 9008 9009 00000**
then you will be responsible for sending in a check to cover this payment.
- b. **If you report an incorrect coding by accident, it is your responsibility to make the correction in the next payroll run. Contact Payroll if you need assistance with the correction.**

ABSENCES/LEAVES

Employees must input their leave request in Skyward using Employee Access. After the request has been input, it will go through the approval process. If an employee has no available leave to use, they must enter their leave request as unpaid. Below is a breakdown of types of leave and how they should be used:

- A. SICK - Illness of self or family members.
- B. VACATION - Days for those employed twelve (12) months, in the amount entitled.
- C. PAID HOLIDAYS – Days for those employed twelve (12) months, in the amount entitled.
- D. PERSONAL- Personal leave with pay, time deducted from accumulated sick leave, **if available**. Not to exceed **6 days per year**. Remember that all Personal Leave is deducted from the Sick Leave balance. If there is no Sick Leave available there is no Personal Leave.
- E. SICK BANK - Use **ONLY** if the employee is a member and has been approved to receive time from the Sick Leave Bank. Employees will not have this as an option. If they are approved to use the Sick Bank, the secretary should contact the Payroll Dept. for assistance in processing the time off.
- F. UNPAID – Should be used when the employee doesn't have leave to use.
- G. ASSIGNED DUTY ELSEWHERE AND PROFESSIONAL LEAVE - Paid duty days when assigned elsewhere. When paying a sub for this, you will submit a blue other comp form to the department paying for the sub so they can be added to their worksheet.
- H. JURY DUTY - Any employee that has been called for Jury Duty must submit a Jury Duty Certificate of Attendance, not the Summons. When asked if they want to be compensated for service, they should say **NO**. If they do receive compensation, they need to turn in a copy of the check and that amount will be deducted from their regular pay. Travel or per diem (food) is excluded from this

requirement. If the employee fails to provide the attendance documentation, the leave will be changed to Personal Leave. If they do not have Personal Leave available, they will be docked.

- I. EXTRA PAY - Use for employees whose contract time is less than 40 hours per week (example: bus drivers work 25 hours per week). Make sure total hours worked is less than 40 hours. Over 40 hours is reported in at 1.5 their hourly rate.
- J. OVERTIME - Report actual hours worked beyond 40 between Monday through Sunday.
- K. BEREAVEMENT PAY – Per both Union contracts, employees are entitled to one (1) day bereavement leave per year. The employee must submit a written request to the Human Resources Director to use the day. Upon receipt of approval, **the Payroll Dept. will input the day in the employees' time off transactions.** If the employee needs additional bereavement days, for which they don't have sick time to use, the employee can submit a request for those dates to the H. R. Director. If approved, the Payroll Department will allocate the additional hours and adjust any unpaid time.
- L. SUBSTITUTES -
Report substitutes time in Sub-Tracking, except for long-term subs, subs for long-term subs, teachers without certificates, subs for vacancies, para's getting 5UP pay, or any sub being paid by an internal check, which should be reported on a worksheet.
When paying Para's, as substitute teachers, use the 5UPXP pay record. Make sure the coding matches the Teacher's coding, for whom they are subbing, and use 7500 as the Object code instead of the 1200. Documentation for this pay should be kept at the school/center in case the Auditors want to review.

If you are submitting an internal check, the coding should be:

1100E-5100-7500-9008-9009000

If using the above coding, a check must be sent with your payroll. The check should include benefits in the total amount.

VACATION ADVANCE

New employees may borrow vacation days from next year for the Leave Required Days at Christmas in their first year only.

2022-2023 Paid Holidays & Non-Working Days

<i>Holidays & Non-Working Days</i>	<i>10 Month Instructional SRO'S OT/PT'S</i>	<i>Elementary Guidance & Dean of Students</i>	<i>Secondary Guidance & 11 Mo Inst</i>	<i>Paras, Bus Drivers, Bus Aides, RN'S & LPN'S</i>	<i>Food Service</i>	<i>Assistant Principals</i>	<i>Less Than 12 Month Secretaries</i>	<i>Less Than 12 Month Data Entry</i>	<i>12 Month Personnel</i>
First Day of Work	8/2/2022	7/26/2022	7/18/2022	8/10/2022	8/4/2022 ³	7/26/2022	7/18/2022	7/18/2022	7/1/2022
Last Day of Work	5/30/2023 ¹	6/6/2023 ¹	6/13/2023 ¹	5/25/2023	5/26/2023	6/6/2023 ²	6/15/2023 ⁴	6/13/2023 ²	6/30/2023 ⁵
7/4	Fourth of July								PH
8/2	Planning Day	W	W	W		W	W	W	W
8/3	Planning Day	W	W	W		W	W	W	W
8/4	Planning Day	W	W	W	W	W	W	W	W
8/5	Planning /Staff Development	W	W	W	W	W	W	W	W
8/8	Planning Day	W	W	W	W	W	W	W	W
8/9	Planning Day	W	W	W	W	W	W	W	W
9/5	Labor Day	PH	PH	PH	PH	PH	PH	PH	PH
10/17	Planning Day	W	W	W	NW	W	W	W	W
11/11	Veterans Day	NW	NW	NW	NW	NW	NW	NW	W
11/21	Thanksgiving Break	NW	NW	NW	NW	NW	NW	NW	W
11/22	Thanksgiving Break	NW	NW	NW	NW	NW	NW	NW	W
11/23	Thanksgiving Break	NW	NW	NW	NW	NW	NW	NW	W
11/24	Thanksgiving	PH	PH	PH	PH	PH	PH	PH	PH
11/25	Thanksgiving	PH	PH	PH	PH	PH	PH	PH	PH
12/26	Christmas Break	PH	PH	PH	PH	PH	PH	PH	PH
12/27	Christmas Break	NW	NW	NW	PH	PH	PH	PH	PH
12/28	Christmas Break	NW	NW	NW	NW	PH	NW	NW	LR
12/29	Christmas Break	NW	NW	NW	NW	PH	NW	NW	LR
12/30	Christmas Break	NW	NW	NW	NW	NW	NW	NW	NW
1/2	New Years Observed	PH	PH	PH	PH	PH	PH	PH	PH
1/3	Christmas Break	NW	NW	NW	NW	NW	NW	NW	LR
1/4	Christmas Break	NW	NW	NW	NW	NW	NW	NW	W
1/5	Christmas Break	NW	NW	NW	NW	NW	NW	NW	W
1/6	Christmas Break	NW	NW	NW	NW	NW	NW	NW	W
1/9	Planning Day	W	W	W	NW	W	W	W	W
1/16	Martin Luther King Day	NW	NW	NW	NW	NW	NW	NW	W
2/20	President Day	NW	NW	NW	NW	NW	NW	NW	W
3/17	Planning Day	W	W	W	NW	NW	W	W	W
3/20	Spring Break	NW	NW	NW	NW	NW	PH	W	W
3/21	Spring Break	NW	NW	NW	NW	NW	PH	W	W
3/22	Spring Break	NW	NW	NW	NW	NW	PH	NW	W
3/23	Spring Break	NW	NW	NW	PH	PH	PH	PH	PH
3/24	Spring Break	NW	NW	NW	PH	PH	PH	PH	PH
5/26	Planning Day	W	W	W	W	W	W	W	W
5/29	Memorial Day	NW	NW	NW		NW	NW	NW	W
5/30	Planning Day	W	W	W		W	W	W	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, Secondary Guidance and Dean of Students 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 5-7, 11-14, 2022 are long days. Week of 5/30/23 - Start of 2023 4-day weeks w/long days. DU closed on Monday 5/29. District Office closed on July 1, 4, 8, 15 (2022) and June 9, 16, 23 & 30 (2023).

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 19	JULY 29	12	1	13	JULY 21
11	JULY 20	AUG. 17	AUG. 31	21	0	21	AUG. 19
10	AUG. 18	SEPT. 16	SEPT. 30	21	1	22	SEPT. 20
9	SEPT. 19	OCT. 18	OCT. 31	22	0	22	OCT. 20
8	OCT. 19	NOV. 16	NOV. 30	21	0	21	NOV. 18
7	NOV. 17	DEC. 9	DEC. 23	15	2	17	DEC. 13
6	DEC. 12	JAN. 17	JAN. 31	23	3	26	JAN. 19
5	JAN. 18	FEB. 14	FEB. 28	20	0	20	FEB. 16
4	FEB. 15	MAR. 14	MAR. 31	20	0	20	MAR. 16
3	MAR. 15	APR. 14	APR. 28	21	2	23	APR. 18
2	APR. 17	MAY 16	MAY 31	22	0	22	MAY 18
1	MAY 17	JUNE 30	JUNE 29	33	0	33	JUNE 20*
TOTAL				251	9	260	

DUE DATES WITH * ARE PROJECTED

MONTHLY

2022 - 2023 SCHOOL CALENDAR

July 2022						
Su	M	Tu	W	Th	F	Sa
					F/C	2
3	PH	5	6	7	C	9
10	11	12	13	14	C	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

August 2022						
Su	M	Tu	W	Th	F	Sa
31	1	P	P	P	P/SD	6
7	P	P	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	PH	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	1

October 2022						
Su	M	Tu	W	Th	F	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	P	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

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

December 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	PH	PH	LR	LR	NW	31

January 2023						
Su	M	Tu	W	Th	F	Sa
1	PH	LR	4	5	6	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				

February 2023						
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 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	P	18
19	20	21	22	PH	PH	25
26	27	28	29	30	31	

April 2023						
Su	M	Tu	W	Th	F	Sa
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

May 2023						
Su	M	Tu	W	Th	F	Sa
30	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	27
28	C	P	31			

June 2023						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	C	10
11	12	13	14	15	C	17
18	19	20	21	22	C	24
25	26	27	28	29	L/C	

- | | | | | | |
|-----------|----------------|------------|----------------------|-------------|------------------------------------|
| PH | Paid Holiday | F/L | First / Last Day | P/SD | Planning Working/Staff Development |
| LR | Leave Required | P | Planning/Working Day | | |
| NW | Non Working | C | County Office Closed | | |

July	4	Fourth of July
Sept	5	Labor Day - School Holiday
Oct	17	Planning Day
Nov	11	Veteran's Day - School Holiday
Nov	21-23	School Holiday
Nov	24-25	Thanksgiving Break
Dec	26 - Jan 3	Christmas Break
Dec	28,29 Jan 3	Leave Required

Jan	9	Planning Day
Jan	16	Martin Luther King - School Holiday
Feb	20	President's Day - School Holiday
Mar	17	Planning Day
Mar	23-24	Spring Break
May	26 & 30	Post Planning Days
May	29	Memorial Day - County Office Closed

July 5-7, 11-14, 2022 are Long Days
Week of 5/30/2023-Start of 2023 Long Day Weeks

2022-2023 MONTHLY

JULY				
M	T	W	T	F
				C/7 ¹
8.75 ⁴	8.75 ⁵	8.75 ⁶	8.75 ⁷	C ⁸
8.75 ¹¹	8.75 ¹²	8.75 ¹³	8.75 ¹⁴	C ¹⁵
7 ¹⁸	7 ¹⁹	7 ²⁰	7 ²¹	7 ²²
7 ²⁵	7 ²⁶	7 ²⁷	7 ²⁸	7 ²⁹

SEPTEMBER				
M	T	W	T	F
			7 ¹	7 ²
7 ⁵	7 ⁶	7 ⁷	7 ⁸	7 ⁹
7 ¹²	7 ¹³	7 ¹⁴	7 ¹⁵	7 ¹⁶
7 ¹⁹	7 ²⁰	7 ²¹	7 ²²	7 ²³
7 ²⁶	7 ²⁷	7 ²⁸	7 ²⁹	7 ³⁰

NOVEMBER				
M	T	W	T	F
	7 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		

JANUARY				
M	T	W	T	F
7 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			

MARCH				
M	T	W	T	F
		7 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 ³¹

MAY				
M	T	W	T	F
7 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
C ²⁹	8.75 ³⁰	8.75 ³¹		

AUGUST				
M	T	W	T	F
7 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 ³¹		

OCTOBER				
M	T	W	T	F
7 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				

DECEMBER				
M	T	W	T	F
			7 ¹	7 ²
7 ⁵	7 ⁶	7 ⁷	7 ⁸	7 ⁹
7 ¹²	7 ¹³	7 ¹⁴	7 ¹⁵	7 ¹⁶
7 ¹⁹	7 ²⁰	7 ²¹	7 ²²	7 ²³
7 ²⁶	7 ²⁷	7 ²⁸	7 ²⁹	NW ³⁰

FEBRUARY				
M	T	W	T	F
		7 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			

APRIL				
M	T	W	T	F
7 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

JUNE				
M	T	W	T	F
			8.75 ¹	8.75 ²
8.75 ⁵	8.75 ⁶	8.75 ⁷	8.75 ⁸	C ⁹
8.75 ¹²	8.75 ¹³	8.75 ¹⁴	8.75 ¹⁵	C ¹⁶
8.75 ¹⁹	8.75 ²⁰	8.75 ²¹	8.75 ²²	C ²³
8.75 ²⁶	8.75 ²⁷	8.75 ²⁸	8.75 ²⁹	C ³⁰

CONTRACT START 07/01/22
 CONTRACT END 06/30/23
 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
 927.5 + 892.5 = 1820 / 7.0 = 260.00

12 - MONTH & DAILY PERSONNEL

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 14	3	1	4	JULY 7
23	JULY 7	JULY 19	JULY 29	9	0	9	JULY 21
22	JULY 20	AUG. 4	AUG. 15	12	0	12	AUG. 8
21	AUG. 5	AUG. 17	AUG. 31	9	0	9	AUG. 19
20	AUG. 18	AUG. 31	SEPT. 15	10	0	10	SEPT. 2
19	SEPT. 1	SEPT. 16	SEPT. 30	11	1	12	SEPT. 20
18	SEPT. 19	SEPT. 30	OCT. 14	10	0	10	OCT. 4
17	OCT. 3	OCT. 18	OCT. 31	12	0	12	OCT. 20
16	OCT. 19	NOV. 1	NOV. 15	10	0	10	NOV. 3
15	NOV. 2	NOV. 16	NOV. 30	11	0	11	NOV. 18
14	NOV. 17	DEC. 2	DEC. 15	10	2	12	DEC. 6
13	DEC. 5	DEC. 9	DEC. 23	5	0	5	DEC. 13
12	DEC. 12	DEC. 16	JAN. 13	5	0	5	DEC. 20
11	DEC. 19	JAN. 17	JAN. 31	18	3	21	JAN. 19
10	JAN. 18	FEB. 1	FEB. 15	11	0	11	FEB. 3
9	FEB. 2	FEB. 14	FEB. 28	9	0	9	FEB. 16
8	FEB. 15	MAR. 1	MAR. 15	11	0	11	MAR. 3
7	MAR. 2	MAR.14	MAR. 31	9	0	9	MAR. 16
6	MAR. 15	MAR. 31	APR. 14	11	2	13	APR. 4
5	APR. 3	APR. 14	APR. 28	10	0	10	APR. 18
4	APR. 17	APRIL 28	MAY 15	10	0	10	MAY 2
3	MAY 1	MAY 16	MAY 31	12	0	12	MAY 18
2	MAY 17	JUNE 2	JUNE 15	13	0	13	JUNE 6
1	JUNE 5	JUNE 30	JUNE 29	20	0	20	JUNE 20 *
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.

12 - MONTH & DAILY PERSONNEL

2022-2023 School Calendar

July 2022						
Su	M	Tu	W	Th	F	Sa
					F/C	2
3	PH	5	6	7	C	9
10	11	12	13	14	C	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2022						
Su	M	Tu	W	Th	F	Sa
	1	P	P	P	P/SD	6
7	P	P	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	PH	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	

October 2022						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	P	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 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	PH	PH	26
27	28	29	30			

December 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	PH	PH	LR	LR	NW	31

January 2023						
Su	M	Tu	W	Th	F	Sa
1	PH	LR	4	5	6	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				

February 2023						
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 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	P	18
19	20	21	22	PH	PH	25
26	27	28	29	30	31	

April 2023						
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 2023						
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	27
28	C	P	31			

June 2023						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	C	10
11	12	13	14	15	C	17
18	19	20	21	22	C	24
25	26	27	28	29	L/C	

PH
LR
NW

Paid Holiday
Leave Required
Non Working

C
P
F/L

County Office Closed
Planning/Working Day
First / Last Day

P/SD

Planning/Staff Development

July	4	Fourth of July
Sept	5	Labor Day - School Holiday
Oct	17	Planning Day
Nov	11	Veteran's Day - School Holiday
Nov	21-23	School Holiday
Nov	24-25	Thanksgiving Break
Dec	26 - Jan 3	Christmas Break
Dec	28,29 Jan 3	Leave Required

Jan	9	Planning Day
Jan	16	Martin Luther King - School Holiday
Feb	20	President's Day - School Holiday
Mar	17	Planning Day
Mar	23-24	Spring Break
May	26 & 30	Post Planning Days
May	29	Memorial Day - County Office Closed

July 5-7, 11-14, 2022 are Long Days

Week of 5/30/2023-Start of 2023 Long Day Weeks

2022-2023 12 - MONTH & DAILY PERSONNEL

JULY					AUGUST				
M	T	W	T	F	M	T	W	T	F
				C/7	1	2	3	4	5
8.75	8.75	8.75	8.75	C	7	7	7	7	7
8.75	8.75	8.75	8.75	C	7	7	7	7	7
7	7	7	7	7	7	7	7	7	7
7	7	7	7	7	7	7	7	7	7
SEPTEMBER					OCTOBER				
M	T	W	T	F	M	T	W	T	F
			7	7	3	4	5	6	7
7	7	7	7	7	7	7	7	7	7
7	7	7	7	7	7	7	7	7	7
7	7	7	7	7	7	7	7	7	7
7	7	7	7	7	7	7	7	7	7
NOVEMBER					DECEMBER				
M	T	W	T	F	M	T	W	T	F
	7	7	7	7				7	7
7	7	7	7	7	7	7	7	7	7
7	7	7	7	7	7	7	7	7	7
7	7	7	7	7	7	7	7	7	7
7	7	7	7	7	7	7	7	7	7
JANUARY					FEBRUARY				
M	T	W	T	F	M	T	W	T	F
7	7	7	7	7			7	7	7
7	7	7	7	7	7	7	7	7	7
7	7	7	7	7	7	7	7	7	7
7	7	7	7	7	7	7	7	7	7
7	7	7	7	7	7	7	7	7	7
MARCH					APRIL				
M	T	W	T	F	M	T	W	T	F
		7	7	7					
7	7	7	7	7	7	7	7	7	7
7	7	7	7	7	7	7	7	7	7
7	7	7	7	7	7	7	7	7	7
7	7	7	7	7	7	7	7	7	7
MAY					JUNE				
M	T	W	T	F	M	T	W	T	F
7	7	7	7	7				8.75	8.75
7	7	7	7	7	8.75	8.75	8.75	8.75	C
7	7	7	7	7	8.75	8.75	8.75	8.75	C
7	7	7	7	7	8.75	8.75	8.75	8.75	C
C	8.75	8.75			8.75	8.75	8.75	8.75	C

CONTRACT START 07/01/22
 CONTRACT END 06/30/23
 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 45 minutes

PH Paid Holiday
 C Closed
 NW Not Worked
 LR Leave Required

col 1 + col 2 = / hours = days
 927.5 + 892.5 = 1820 / 7.0 = 260.00

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 26	AUG. 17	AUG. 31	17	0	17	AUG. 19
11	AUG. 18	SEPT. 16	SEPT. 30	21	1	22	SEPT. 20
10	SEPT. 19	OCT. 18	OCT. 31	22	0	22	OCT. 20
9	OCT. 19	NOV. 16	NOV. 30	20	0	20	NOV. 18
8	NOV. 17	DEC. 9	DEC. 23	12	2	14	DEC. 13
7	DEC. 12	JAN. 17	JAN. 31	16	5	21	JAN. 19
6	JAN. 18	FEB. 14	FEB. 28	20	0	20	FEB. 16
5	FEB. 15	MAR. 14	MAR. 31	19	0	19	MAR. 16
4	MAR. 15	APR. 14	APR. 28	18	5	23	APR. 18
3	APR. 17	MAY 16	MAY 31	22	0	22	MAY 18
2	MAY 17	JUNE 6	JUNE 6	14	0	14	MAY 30*
1	Summer Check		JUNE 6				
			TOTAL	201	13	214	

DUE DATES WITH * ARE PROJECTED

ASSISTANT PRINCIPALS

2022-2023 School Calendar

July 2022						
Su	M	Tu	W	Th	F	Sa
24		F/26	27	28	29	30

August 2022						
Su	M	Tu	W	Th	F	Sa
31	1	P	P	P	P/SD	6
7	P	P	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	PH	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	

October 2022						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	P	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
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	NW	NW	NW	PH	PH	26
27	28	29	30			

December 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	PH	PH	PH	PH	NW	31

January 2023						
Su	M	Tu	W	Th	F	Sa
1	PH	NW	NW	NW	NW	7
8	P	10	11	12	13	14
15	NW	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
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	21	22	23	24	25
26	27	28				

March 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	P	18
19	PH	PH	PH	PH	PH	25
26	27	28	29	30	31	

April 2023						
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

May 2023						
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	27
28	NW	P	31			

June 2023						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	L/6				

PH	Paid Holiday
LR	Leave Required
NW	Non Working

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

P/SD	Planning Working/Staff Development
-------------	------------------------------------

July	26	First Day
Sept	5	Labor Day - School Holiday
Oct	17	Planning Day
Nov	11	Veteran's Day - School Holiday
Nov	21-23	School Holiday
Nov	24-25	Thanksgiving Break
Dec	26-30	Christmas Break
Jan	2-6	Christmas Break

Jan	9	Planning Day
Jan	16	Martin Luther King - School Holiday
Feb	20	President's Day - School Holiday
Mar	17	Planning Day
Mar	20-24	Spring Break
May	26 & 30	Post Planning Days
May	29	Memorial Day - County Office Closed
June	6	Last Day

2022-2023 ASSISTANT PRINCIPALS

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

0
0
0
0
32

AUGUST				
M	T	W	T	F
1	2	3	4	5
8	8	8	8	8
8	8	8	8	8
8	8	8	8	8
8	8	8	8	8
8	8	8	8	8
8	8	8	8	8
8	8	8	8	8
8	8	8	8	8

40
40
40
40
40
40
24

CONTRACT START 07/26/22
CONTRACT END 06/06/23
DAYS IN CONTRACT 214
HOURS/DAY (REG) 8.0
PAID HOLIDAYS 13

SEPTEMBER				
M	T	W	T	F
			1	2
			8	8
			8	8
5	6	7	8	9
8	8	8	8	8
12	13	14	15	16
8	8	8	8	8
19	20	21	22	23
8	8	8	8	8
26	27	28	29	30
8	8	8	8	8

16
40
40
40
40
40
40

OCTOBER				
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
8	8	8	8	8
24	25	26	27	28
8	8	8	8	8
31				
8				

PH Paid Holiday
C Closed
NW Not Worked

8

NOVEMBER				
M	T	W	T	F
		1	2	3
		8	8	8
7	8	9	10	11
8	8	8	8	NW
14	15	16	17	18
8	8	8	8	8
21	22	23	24	25
NW	NW	NW	8	8
28	29	30		
8	8	8		

32
32
40
16
24

DECEMBER				
M	T	W	T	F
			1	2
			8	8
5	6	7	8	9
8	8	8	8	8
12	13	14	15	16
8	8	8	8	8
19	20	21	22	23
8	8	8	8	8
26	27	28	29	30
8	8	8	8	NW

16
40
40
40
40
32

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

8
40
32
40
16

FEBRUARY				
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	8	8	8	8
27	28			
8	8			

24
40
40
32
16

MARCH				
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	31
8	8	8	8	8

24
40
40
40
40
40

APRIL				
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
8	8	8	8	8
24	25	26	27	28
8	8	8	8	8

40
40
40
40
0

MAY				
M	T	W	T	F
1	2	3	4	5
8	8	8	8	8
8	8	8	8	8
8	8	8	8	8
15	16	17	18	19
8	8	8	8	8
22	23	24	25	26
8	8	8	8	8
29	30	31		
NW	8	8		

40
40
40
40
40
16

JUNE				
M	T	W	T	F
			1	2
			8	8
5	6			
8	8			

16
16
0
0

col 1	+	col 2	=	/	hours	=	days
848		864	=	1712	/	8.0	= 214.00

10 MONTH INST / SRO'S & OT/PT'S

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. 4	AUG. 15	3	0	3	AUG. 8
23	AUG. 5	AUG. 17	AUG. 31	9	0	9	AUG. 19
22	AUG. 18	AUG. 31	SEPT. 15	10	0	10	SEPT. 2
21	SEPT. 1	SEPT. 16	SEPT. 30	11	1	12	SEPT. 20
20	SEPT. 19	SEPT. 30	OCT. 14	10	0	10	OCT. 4
19	OCT. 3	OCT. 18	OCT. 31	12	0	12	OCT. 20
18	OCT. 19	NOV. 1	NOV. 15	10	0	10	NOV. 3
17	NOV. 2	NOV. 16	NOV. 30	10	0	10	NOV. 18
16	NOV. 17	DEC. 2	DEC. 15	7	2	9	DEC. 6
15	DEC. 5	DEC. 9	DEC. 23	5	0	5	DEC. 13
14	DEC. 12	DEC. 16	JAN. 13	5	0	5	DEC. 20
13	DEC. 19	JAN. 17	JAN. 31	11	2	13	JAN. 19
12	JAN. 18	FEB. 1	FEB. 15	11	0	11	FEB. 3
11	FEB. 2	FEB. 14	FEB. 28	9	0	9	FEB. 16
10	FEB. 15	MAR. 1	MAR. 15	10	0	10	MAR. 3
9	MAR. 2	MAR.14	MAR. 31	9	0	9	MAR. 16
8	MAR. 15	MAR. 31	APR. 14	8	0	8	APR. 4
7	APR. 3	APR. 14	APR. 28	10	0	10	APR. 18
6	APR. 17	APRIL 28	MAY 15	10	0	10	MAY 2
5	MAY 1	MAY 30	MAY 30	21	0	21	MAY 19*
4	SUMMER CHECK		MAY 30				
3	SUMMER CHECK		MAY 30				
2	SUMMER CHECK		MAY 30				
1	SUMMER CHECK		JUNE 15				
TOTAL				191	5	196	
DUE DATES WITH * ARE PROJECTED							

10 MONTH INST / SRO & OT/PT'S

2022 - 2023 School Calendar

July 2022						
Su	M	Tu	W	Th	F	Sa

August 2022						
Su	M	Tu	W	Th	F	Sa
		F/L	P	P	P/SD	6
7	P	P	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	PH	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	1

October 2022						
Su	M	Tu	W	Th	F	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	P	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	8
6	7	8	9	10	NW	12
13	14	15	16	17	18	19
20	NW	NW	NW	PH	PH	26
27	28	29	30			

December 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	PH	NW	NW	NW	NW	31

January 2023						
Su	M	Tu	W	Th	F	Sa
1	PH	NW	NW	NW	NW	7
8	P	10	11	12	13	14
15	NW	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
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	21	22	23	24	25
26	27	28				

March 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	P	18
19	NW	NW	NW	NW	NW	25
26	27	28	29	30	31	1

April 2023						
Su	M	Tu	W	Th	F	Sa
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

May 2023						
Su	M	Tu	W	Th	F	Sa
30	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	27
28	NW	L/30				

June 2023						
Su	M	Tu	W	Th	F	Sa

PH	Paid Holiday
P	Planning/Working Day
NW	Non Working

F/L	First / Last Day
P/SD	Planning Working/Staff Development

Aug	2	First Day
Sept	5	Labor Day - School Holiday
Oct	17	Planning Day
Nov	11	Veteran's Day - School Holiday
Nov	21-25	Thanksgiving Break
Dec	26-30	Christmas Break
Jan	2-6	Christmas Break
Jan	9	Planning Day

Jan	16	Martin Luther King - School Holiday
Feb	20	President's Day - School Holiday
Mar	17	Planning Day
Mar	20-24	Spring Break
May	26 & 30	Post Planning Days
May	29	Memorial Day-County Office Closed
May	30	Last Day

2022-2023 10-MONTH INST/ SRO'S & OT/PT'S

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

CONTRACT START 08/02/22
 CONTRACT END 05/30/23
 DAYS IN CONTRACT 196
 HOURS/DAY (REG) 7.5
 PAID HOLIDAYS 5

PH Paid Holiday
 C Closed
 NW Not Worked

col 1 + col 2 = / hours = days
 720 + 750 = 1470 / 7.5 = 196.00

ELEMENTARY GUIDANCE / DEAN OF STUDENTS

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

ELEMENTARY GUIDANCE / DEAN OF STUDENTS

2022-2023 School Calendar

July 2022						
Su	M	Tu	W	Th	F	Sa
		F/26	27	28	29	30

August 2022						
Su	M	Tu	W	Th	F	Sa
	1	P	P	P	P/SD	6
7	P	P	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	PH	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	

October 2022						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	P	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
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	NW	NW	NW	PH	PH	26
27	28	29	30			

December 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	PH	NW	NW	NW	NW	31

January 2023						
Su	M	Tu	W	Th	F	Sa
1	PH	NW	NW	NW	NW	7
8	P	10	11	12	13	14
15	NW	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
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	21	22	23	24	25
26	27	28				

March 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	P	18
19	NW	NW	NW	NW	NW	25
26	27	28	29	30	31	

April 2023						
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

May 2023						
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	27
28	NW	P	31			

June 2023						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	L/6				

- PH Paid Holiday
- NW Non Working
- P/SD Planning Working/Staff Development
- F/L First / Last Day
- P Planning/Working Day

Jul	26	First Day
Sept	5	Labor Day - School Holiday
Oct	17	Planning Day
Nov	11	Veteran's Day - School Holiday
Nov	21-25	Thanksgiving Break
Dec	26-30	Christmas Break
Jan	2-6	Christmas Break
Jan	9	Planning Day

Jan	16	Martin Luther King - School Holiday
Feb	20	President's Day - School Holiday
Mar	17	Planning Day
Mar	20-24	Spring Break
May	26 & 30	Post Planning Days
May	29	Memorial Day - County Office Closed
June	6	Last Day

2022-2023 ELEMENTARY GUIDANCE / DEAN OF STUDENTS

JULY				
M	T	W	T	F
	7.5	7.5	7.5	7.5

SEPTEMBER				
M	T	W	T	F
			7.5	7.5
			7.5	7.5
7.5	7.5	7.5	7.5	7.5
7.5	7.5	7.5	7.5	7.5
7.5	7.5	7.5	7.5	7.5
7.5	7.5	7.5	7.5	7.5
7.5	7.5	7.5	7.5	7.5
7.5	7.5	7.5	7.5	7.5

NOVEMBER				
M	T	W	T	F
	7.5	7.5	7.5	7.5
7.5	7.5	7.5	7.5	NW
7.5	7.5	7.5	7.5	7.5
NW	NW	NW	7.5	7.5
7.5	7.5	7.5		

JANUARY				
M	T	W	T	F
7.5	NW	NW	NW	NW
7.5	7.5	7.5	7.5	7.5
NW	7.5	7.5	7.5	7.5
7.5	7.5	7.5	7.5	7.5
7.5	7.5			

MARCH				
M	T	W	T	F
		7.5	7.5	7.5
7.5	7.5	7.5	7.5	7.5
7.5	7.5	7.5	7.5	7.5
NW	NW	NW	NW	NW
7.5	7.5	7.5	7.5	7.5

MAY				
M	T	W	T	F
7.5	7.5	7.5	7.5	7.5
7.5	7.5	7.5	7.5	7.5
7.5	7.5	7.5	7.5	7.5
7.5	7.5	7.5	7.5	7.5
7.5	7.5	7.5	7.5	7.5
NW	7.5	7.5		

AUGUST				
M	T	W	T	F
7.5	7.5	7.5	7.5	7.5
7.5	7.5	7.5	7.5	7.5
7.5	7.5	7.5	7.5	7.5
7.5	7.5	7.5	7.5	7.5
7.5	7.5	7.5	7.5	7.5
7.5	7.5	7.5	7.5	7.5
7.5	7.5	7.5	7.5	7.5
7.5	7.5	7.5	7.5	7.5
7.5	7.5	7.5	7.5	7.5

OCTOBER				
M	T	W	T	F
7.5	7.5	7.5	7.5	7.5
7.5	7.5	7.5	7.5	7.5
7.5	7.5	7.5	7.5	7.5
7.5	7.5	7.5	7.5	7.5
7.5	7.5	7.5	7.5	7.5
7.5	7.5	7.5	7.5	7.5
7.5	7.5	7.5	7.5	7.5

DECEMBER				
M	T	W	T	F
			7.5	7.5
7.5	7.5	7.5	7.5	7.5
7.5	7.5	7.5	7.5	7.5
7.5	7.5	7.5	7.5	7.5
7.5	7.5	7.5	7.5	7.5
7.5	7.5	7.5	7.5	7.5
7.5	7.5	7.5	7.5	7.5

FEBRUARY				
M	T	W	T	F
		7.5	7.5	7.5
7.5	7.5	7.5	7.5	7.5
7.5	7.5	7.5	7.5	7.5
7.5	7.5	7.5	7.5	7.5
NW	7.5	7.5	7.5	7.5
7.5	7.5			

APRIL				
M	T	W	T	F
7.5	7.5	7.5	7.5	7.5
7.5	7.5	7.5	7.5	7.5
7.5	7.5	7.5	7.5	7.5
7.5	7.5	7.5	7.5	7.5
7.5	7.5	7.5	7.5	7.5
7.5	7.5	7.5	7.5	7.5

JUNE				
M	T	W	T	F

CONTRACT START 07/26/22
 CONTRACT END 06/06/23
 DAYS IN CONTRACT 206
 HOURS/DAY (REG) 7.5
 PAID HOLIDAYS 5

PH	Paid Holiday
C	Closed
NW	Not Worked

$$\begin{matrix} \text{col 1} & + & \text{col 2} & = & / & \text{hours} & = & \text{days} \\ 757.5 & & 787.5 & = & / & 7.5 & = & 206.00 \end{matrix}$$

SECONDARY GUIDANCE / 11 MO INSTRUCTIONAL

NO. OF CHECKS	1/24 OF ANNUAL CONTRACT PER REGULAR PAY PERIOD						DUE IN FINANCE
	FROM	THROUGH	PAYDAY	DAYS WORKED	HOLIDAYS	REPORT	
24	JULY 18	JULY 19	JULY 29	2	0	2	JULY 21
23	JULY 20	AUG. 4	AUG. 15	12	0	12	AUG. 8
22	AUG. 5	AUG. 17	AUG. 31	9	0	9	AUG. 19
21	AUG. 18	AUG. 31	SEPT. 15	10	0	10	SEPT. 2
20	SEPT. 1	SEPT. 16	SEPT. 30	11	1	12	SEPT. 20
19	SEPT. 19	SEPT. 30	OCT. 14	10	0	10	OCT. 4
18	OCT. 3	OCT. 18	OCT. 31	12	0	12	OCT. 20
17	OCT. 19	NOV. 1	NOV. 15	10	0	10	NOV. 3
16	NOV. 2	NOV. 16	NOV. 30	10	0	10	NOV. 18
15	NOV. 17	DEC. 2	DEC. 15	7	2	9	DEC. 6
14	DEC. 5	DEC. 9	DEC. 23	5	0	5	DEC. 13
13	DEC. 12	DEC. 16	JAN. 13	5	0	5	DEC. 20
12	DEC. 19	JAN. 17	JAN. 31	11	2	13	JAN. 19
11	JAN. 18	FEB. 1	FEB. 15	11	0	11	FEB. 3
10	FEB. 2	FEB. 14	FEB. 28	9	0	9	FEB. 16
9	FEB. 15	MAR. 1	MAR. 15	10	0	10	MAR. 3
8	MAR. 2	MAR. 14	MAR. 31	9	0	9	MAR. 16
7	MAR. 15	MAR. 31	APR. 14	8	0	8	APR. 4
6	APR. 3	APR. 14	APR. 28	10	0	10	APR. 18
5	APR. 17	APRIL 28	MAY 15	10	0	10	MAY 2
4	MAY 1	MAY 16	MAY 31	12	0	12	MAY 18
3	MAY 17	JUNE 13	JUNE 13	18	0	18	JUNE 5*
2	SUMMER CHECK		JUNE 13				
1	SUMMER CHECK		JUNE 13				
			TOTAL	211	5	216	
	DUE DATES WITH * ARE PROJECTED						

SECONDARY GUIDANCE / 11 MONTH INST.

2022-2023 School Calendar

July 2022						
Su	M	Tu	W	Th	F	Sa
	F/18	19	20	21	22	23
24	25	26	27	28	29	30

August 2022						
Su	M	Tu	W	Th	F	Sa
31	1	P	P	P	P/SD	6
7	P	P	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	PH	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	

October 2022						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	P	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
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	NW	NW	NW	PH	PH	26
27	28	29	30			

December 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	PH	NW	NW	NW	NW	31

January 2023						
Su	M	Tu	W	Th	F	Sa
1	PH	NW	NW	NW	NW	7
8	P	10	11	12	13	14
15	NW	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
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	21	22	23	24	25
26	27	28				

March 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	P	18
19	NW	NW	NW	NW	NW	25
26	27	28	29	30	31	

April 2023						
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 2023						
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	27
28	NW	P	31			

June 2023						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	L/8	C	10
11	12	L/13				

PH	Paid Holiday	C	County Office Closed
NW	Non Working	F/L	First / Last Day
P	Planning/Working Day	P/SD	Planning Working/Staff Development

Jul	18	First Day	_____
Sept	5	Labor Day - School Holiday	_____
Oct	17	Planning Day	_____
Nov	11	Veteran's Day - School Holiday	_____
Nov	21-25	Thanksgiving Break	_____
Dec	26-30	Christmas Break	_____
Jan	2-6	Christmas Break	_____
Jan	9	Planning Day	_____

Jan	16	Martin Luther King - School Holiday	_____
Feb	20	President's Day - School Holiday	_____
Mar	17	Planning Day	_____
Mar	20-24	Spring Break	_____
May	26 & 30	Post Planning Days	_____
May	29	Memorial Day - County Office Closed	_____
June	13	Last Day	_____

2022-2023 SECONDARY GUIDANCE / 11 MO INST

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

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

CONTRACT START 07/18/22
 CONTRACT END 06/13/23
 DAYS IN CONTRACT 216
 HOURS/DAY (REG) 7.5
 PAID HOLIDAYS 5

PH	Paid Holiday
C	Closed
NW	Not Worked

col 1 + col 2 = / hours = days
 802.5 + 817.5 = 1620 / 7.5 = 216.00

PARAS / BUS DRIVERS / BUS AIDES / RN'S & LPN'S

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. 17	AUG. 31	6	0	6	AUG. 19
23	AUG. 18	AUG. 31	SEPT. 15	10	0	10	SEPT. 2
22	SEPT. 1	SEPT. 16	SEPT. 30	11	1	12	SEPT. 20
21	SEPT. 19	SEPT. 30	OCT. 14	10	0	10	OCT. 4
20	OCT. 3	OCT. 18	OCT. 31	11	0	11	OCT. 20
19	OCT. 19	NOV. 1	NOV. 15	10	0	10	NOV. 3
18	NOV. 2	NOV. 16	NOV. 30	10	0	10	NOV. 18
17	NOV. 17	DEC. 2	DEC. 15	7	2	9	DEC. 6
16	DEC. 5	DEC. 9	DEC. 23	5	0	5	DEC. 13
15	DEC. 12	DEC. 16	JAN. 13	5	0	5	DEC. 20
14	DEC. 19	JAN. 17	JAN. 31	10	3	13	JAN. 19
13	JAN. 18	FEB. 1	FEB. 15	11	0	11	FEB. 3
12	FEB. 2	FEB. 14	FEB. 28	9	0	9	FEB. 16
11	FEB. 15	MAR. 1	MAR. 15	10	0	10	MAR. 3
10	MAR. 2	MAR. 14	MAR. 31	9	0	9	MAR. 16
9	MAR. 15	MAR. 31	APR. 14	7	2	9	APR. 4
8	APR. 3	APR. 14	APR. 28	10	0	10	APR. 18
7	APR. 17	APRIL 28	MAY 15	10	0	10	MAY 2
6	MAY 1	MAY 25	MAY 25	19		19	MAY 16*
5	SUMMER CHECK		MAY 25				
4	SUMMER CHECK		MAY 25				
3	SUMMER CHECK		MAY 25				
2	SUMMER CHECK		MAY 25				
1	SUMMER CHECK		JUNE 8				
TOTAL				180	8	188	
DUE DATES WITH * ARE PROJECTED							

PARAS / BUS DRIVERS / BUS PARAS / RN'S & LPN'S

2022-2023 School Calendar

July 2022						
Su	M	Tu	W	Th	F	Sa

August 2022						
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 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	PH	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	

October 2022						
Su	M	Tu	W	Th	F	Sa
						1
2	3	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					

November 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	NW	12
13	14	15	16	17	PH	19
20	NW	NW	NW	PH	PH	26
27	28	29	30			

December 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	PH	PH	NW	NW	NW	31

January 2023						
Su	M	Tu	W	Th	F	Sa
1	PH	NW	NW	NW	NW	7
8	NW	10	11	12	13	14
15	NW	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
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	21	22	23	24	25
26	27	28				

March 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	NW	18
19	NW	NW	NW	PH	PH	25
26	27	28	29	30	31	

April 2023						
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 2023						
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 2023						
Su	M	Tu	W	Th	F	Sa

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

Aug	10	First Day
Sept	5	Labor Day - School Holiday
Oct	17	Planning Day
Nov	11	Veteran's Day - School Holiday
Nov	21-25	Thanksgiving Break
Dec	26-30	Christmas Break
Jan	2-6	Christmas Break

Jan	9	Planning Day
Jan	16	Martin Luther King - School Holiday
Feb	20	President's Day - School Holiday
Mar	17	Planning Day
Mar	20-24	Spring Break
May	25	Last Day

2022-2023 BUS DRIVERS/AIDES/PARAS/RN'S & LPN'S

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

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

CONTRACT START 08/10/22
 CONTRACT END 05/25/23
 DAYS IN CONTRACT 188
 HOURS/DAY (REG) 7.0
 PAID HOLIDAYS 8

PH Paid Holiday
 C Closed
 NW Not Worked

0 0 0 0 0 0 0 14 35 35 35 35 35 28 28 35 14 21 7 28 35 28 35 14 21 35 35 35 14 35 35 35 14 35 35 35 35 35 35 21 35 35 28 35 35 0 0 0 0 0 0 0 0 0 0

col 1 + col 2 = / hours = days
 658 + 658 = 1316 / 7.0 = 188.00

FOOD SERVICE

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

FOOD SERVICE

2022-2023 School Calendar

July 2022						
Su	M	Tu	W	Th	F	Sa

August 2022						
Su	M	Tu	W	Th	F	Sa
				F/4	P/SD	6
7	P	P	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	PH	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	

October 2022						
Su	M	Tu	W	Th	F	Sa
						1
2	3	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					

November 2022						
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	NW	NW	NW	PH	PH	26
27	28	29	30			

December 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	PH	PH	NW	NW	NW	31

January 2023						
Su	M	Tu	W	Th	F	Sa
1	PH	NW	NW	NW	NW	7
8	P	10	11	12	13	14
15	NW	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
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	21	22	23	24	25
26	27	28				

March 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	NW	18
19	NW	NW	NW	PH	PH	25
26	27	28	29	30	31	

April 2023						
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

May 2023						
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 2023						
Su	M	Tu	W	Th	F	Sa

- PH Paid Holiday
- NW Non Working
- F/L First / Last Day
- P Planning/Working Day
- P/SD Planning Working/Staff Development

Aug	4	First Day	Jan	9	Planning Day
Sept	5	Labor Day - School Holiday	Jan	16	Martin Luther King - School Holiday
Oct	17	Planning Day	Feb	20	President's Day - School Holiday
Nov	11	Veteran's Day - School Holiday	Mar	17	Planning Day
Nov	21-25	Thanksgiving Break	Mar	20-24	Spring Break
Dec	26-30	Christmas Break	May	26	Last Day
Jan	2-6	Christmas Break			

2022-2023 FOOD SERVICE

JULY				
M	T	W	T	F

AUGUST				
M	T	W	T	F
			4	5
			6	6
8	9	10	11	12
6	6	6	6	6
15	16	17	18	19
6	6	6	6	6
22	23	24	25	26
6	6	6	6	6
29	30	31		
6	6	6		

CONTRACT START 08/04/22
 CONTRACT END 05/26/23
 DAYS IN CONTRACT 194
 HOURS/DAY (REG) 6.0
 PAID HOLIDAYS 8
 MANAGERS HRS 7.0

SEPTEMBER				
M	T	W	T	F
			1	2
			6	6
5	6	7	8	9
6	6	6	6	6
12	13	14	15	16
6	6	6	6	6
19	20	21	22	23
6	6	6	6	6
26	27	28	29	30
6	6	6	6	6

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

PH Paid Holiday
 C Closed
 NW Not Worked

NOVEMBER				
M	T	W	T	F
	1	2	3	4
	6	6	6	6
7	8	9	10	11
6	6	6	6	NW
14	15	16	17	18
6	6	6	6	6
21	22	23	24	25
NW	NW	NW	6	6
28	29	30		
6	6	6		

DECEMBER				
M	T	W	T	F
			1	2
			6	6
5	6	7	8	9
6	6	6	6	6
12	13	14	15	16
6	6	6	6	6
19	20	21	22	23
6	6	6	6	6
26	27	28	29	30
6	6	NW	NW	NW

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

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

MARCH				
M	T	W	T	F
		1	2	3
		6	6	6
6	7	8	9	10
6	6	6	6	6
13	14	15	16	17
6	6	6	6	NW
20	21	22	23	24
NW	NW	NW	6	6
27	28	29	30	31
6	6	6	6	6

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

MAY				
M	T	W	T	F
1	2	3	4	5
6	6	6	6	6
8	9	10	11	12
6	6	6	6	6
15	16	17	18	19
6	6	6	6	6
22	23	24	25	26
6	6	6	6	6

JUNE				
M	T	W	T	F

col 1 + col 2 = / hours = days
 576 + 588 = 1164 / 6.0 = 194.00

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 18	JULY 19	JULY 29	2	0	2	JULY 21
23	JULY 20	AUG. 4	AUG. 15	12	0	12	AUG. 8
22	AUG. 5	AUG. 17	AUG. 31	9	0	9	AUG. 19
21	AUG. 18	AUG. 31	SEPT. 15	10	0	10	SEPT. 2
20	SEPT. 1	SEPT. 16	SEPT. 30	11	1	12	SEPT. 20
19	SEPT. 19	SEPT. 30	OCT. 14	10	0	10	OCT. 4
18	OCT. 3	OCT. 18	OCT. 31	12	0	12	OCT. 20
17	OCT. 19	NOV. 1	NOV. 15	10	0	10	NOV. 3
16	NOV. 2	NOV. 16	NOV. 30	10	0	10	NOV. 18
15	NOV. 17	DEC. 2	DEC. 15	7	2	9	DEC. 6
14	DEC. 5	DEC. 9	DEC. 23	5	0	5	DEC. 13
13	DEC. 12	DEC. 16	JAN. 13	5	0	5	DEC. 20
12	DEC. 19	JAN. 17	JAN. 31	11	3	14	JAN. 19
11	JAN. 18	FEB. 1	FEB. 15	11	0	11	FEB. 3
10	FEB. 2	FEB. 14	FEB. 28	9	0	9	FEB. 16
9	FEB. 15	MAR. 1	MAR. 15	10	0	10	MAR. 3
8	MAR. 2	MAR. 14	MAR. 31	9	0	9	MAR. 16
7	MAR. 15	MAR. 31	APR. 14	8	2	10	APR. 4
6	APR. 3	APR. 14	APR. 28	10	0	10	APR. 18
5	APR. 17	APRIL 28	MAY 15	10	0	10	MAY 2
4	MAY 1	MAY 16	MAY 31	12	0	12	MAY 18
3	MAY 17	JUNE 13	JUNE 13	18	0	18	JUNE 5*
2	SUMMER CHECK		JUNE 13				
1	SUMMER CHECK		JUNE 13				
TOTAL				211	8	219	
DUE DATES WITH * ARE PROJECTED							

LESS 12 - MONTH DATA ENTRY

2022-2023 School Calendar

July 2022						
Su	M	Tu	W	Th	F	Sa
17	F/18	19	20	21	22	23
24	25	26	27	28	29	30

August 2022						
Su	M	Tu	W	Th	F	Sa
31	1	P	P	P	P/SD	6
7	P	P	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	PH	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	

October 2022						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	P	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
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	NW	NW	NW	PH	PH	26
27	28	29	30			

December 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	PH	PH	NW	NW	NW	31

January 2023						
Su	M	Tu	W	Th	F	Sa
1	PH	NW	NW	NW	NW	7
8	P	10	11	12	13	14
15	NW	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
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	21	22	23	24	25
26	27	28				

March 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	P	18
19	NW	NW	NW	PH	PH	25
26	27	28	29	30	31	

April 2023						
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

May 2023						
Su	M	Tu	W	Th	F	Sa
30	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	27
28	NW	P	31			

June 2023						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	C	10
11	12	L/13				

PH	Paid Holiday
NW	Non Working
P	Planning/Working Day

C	County Office Closed
F/L	First / Last Day
P/SD	Planning Working/Staff Development

Jul	18	First Day
Sept	5	Labor Day - School Holiday
Oct	17	Planning Day
Nov	11	Veteran's Day - School Holiday
Nov	21-25	Thanksgiving Break
Dec	26-30	Christmas Break
Jan	2-6	Christmas Break
Jan	9	Planning Day

Jan	16	Martin Luther King - School Holiday
Feb	20	President's Day - School Holiday
Mar	17	Planning Day
Mar	20-24	Spring Break
May	26 & 30	Post Planning Days
May	29	Memorial Day - County Office Closed
June	13	Last Day

LESS THAN 12 - MONTH SECRETARIES

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

LESS 12 - MONTH SECRETARIES

2022-2023 School Calendar

July 2022						
Su	M	Tu	W	Th	F	Sa
17	F/18	19	20	21	22	23
24	25	26	27	28	29	30

August 2022						
Su	M	Tu	W	Th	F	Sa
31	1	P	P	P	P/SD	6
7	P	P	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	PH	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	

October 2022						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	P	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 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	NW	NW	PH	PH	26
27	28	29	30			

December 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	PH	PH	NW	NW	NW	31

January 2023						
Su	M	Tu	W	Th	F	Sa
1	PH	NW	NW	NW	NW	7
8	P	10	11	12	13	14
15	NW	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
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	21	22	23	24	25
26	27	28				

March 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	P	18
19	20	21	NW	PH	PH	25
26	27	28	29	30	31	

April 2023						
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

May 2023						
Su	M	Tu	W	Th	F	Sa
30	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	27
28	NW	P	31			

June 2023						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	C	10
11	12	13	14	L/15		

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June	15	Last Day

