

EMPLOYEE WORK SCHEDULE 2009-10 SCHOOLYEAR

5/28/09

Please review the work schedule carefully to determine the schedule that pertains to you. Please note the established holidays and corresponding workdays. Staff working MORE than 200 days, excluding custodians, may submit a request to modify their work schedule to the Superintendent using the attached change form.

Established Holidays – System Closed (Excludes custodians and 240 day personnel)

- July 1-6, 2009
- September 7, 2009 – Labor Day
- October 12 – 16, 2009 – Fall Break*
 *Employees who work MORE than 200 days: October 12-13, 2009 – Fall Break
- November 23-27, 2009 – Thanksgiving Break
- December 21, 2009 – January 1, 2010 – Winter Break
- January 18, 2010 – MLK Holiday
- February 15 – 19, 2010 – Mid-Winter Break*
 *Employees who work MORE than 200 days: February 15 – 16, 2010– Mid-Winter Break
- April 19 – 23, 2010 – Spring Break
- May 31, 2010 – Memorial Day Holiday

Work Schedule for Open House, Professional Learning/Parent Visitation Days:

July 30, 2009 has been designated as Open House for all schools.

Certified staff will work 11:45 – 7:00 (lunch will be from 10:45 – 11:45 on or off campus)*

*supervisors should work out schedules for clerical personnel to provide coverage for phones and student registration

Supervisors should verify work schedules with all staff

* **Friday, July 31, 2009– certified staff will work 8-12; off in afternoon**

Parent Visitation Day: 10/19/09 – Visits, will be from 2 -6 on each of these days; certified staff will

Work 10:00 – 6:00 ...Professional learning activities and lunch will be scheduled at the school level*

*supervisors should work out schedules for clerical personnel to provide coverage for phones and parent contact

180 Days		August 3, 2009 – May 28, 2010 Will NOT work 10/19/09 , 1/4/10 & 1/5/10
184 Days	Nutrition Workers (ONLY)	July 28, 2009 – June 1, 2010 Will NOT work 7/31/09, 10/19/09, 1/4/10 & 1/5/10
184 Days		July 29, 2009 – June 1, 2010 Will NOT work 10/19/09 , 1/4/10 & 1/5/10
185 Days		July 29, 2009 – June 2, 2010 Will NOT work 10/19/08, 1/4/10 & 1/5/10
186 Days	Nutrition Managers/Asst. Man. Warehouse Manager	July 27, 2009 – June 2, 2010 Will NOT work 7/31/09, 10/19/09, 1/4/10 & 1/5/10
187 Days		July 27, 2009 – June 2, 2010 Will NOT work 10/19/09 , 1/4/10 & 1/5/10
190 Days		July 27, 2009 – June 2, 2010 Will work 10/19/09, 1/4/10 and 1/5/10
192 Days		July 27, 2009 – June 4, 2010 Will work 10/19/09, 1/4/10 and 1/5/10
195 Days		July 23, 2009 – June 7, 2010 Will work 10/19/09, 1/4/10 and 1/5/10
200 Days		July 20, 2009 – June 9, 2010 Will work 10/19/09, 1/4/10 and 1/5/10

205 Days		July 20, 2009 – June 8, 2010 Will work 10/19/09, 1/4/10 and 1/5/10
210 Days		July 16, 2009– June 11, 2010 Will work 10/19/09, 1/4/10 and 1/5/10
220 Days		July 13, 2009 – June 22, 2010 Will work 10/19/09, 1/4/10 and 1/5/10
225 Days		July 9, 2009 – June 25, 2010
230 Days	Custodians (ONLY)	July 13, 2009 – June 30, 2010 Will NOT work Sept 7; Nov. 25-27; Dec 21 – Jan 1; Jan 18; Feb 15-16; April 19-23; May 31
230 days		July 7, 2009 – June 30, 2010 Observe established holidays
240 Days		July 1, 2009 – June 30, 2010
240 Days	Maintenance (ONLY)	July 1, 2009 – June 30, 2010 OFF July 3, Sept 7, Nov 25-27, Dec 23 – Jan 1, Jan 18, Feb 15, April 19-23, May 31

***The school system is closed on the above listed established holidays. These holidays result in a 230 day work schedule between July 1, 2009 and June 30, 2010. 240 day employees are required to physically report to work for 230 of the 240 days. If you work the established 230 day schedule, you will meet your obligation. If you wish to work on other days, please follow the procedure for approval of schedule changes.**