

2018 – 2019 WORK YEAR CALENDAR

Work Year: **180** Days

SAFETY & SECURITY PARA, ECE PARA, SPECIAL ED PARA (7+ HOURS/DAY)

Payments in Work Year = **First Payment 8/22/18**

Last Payment 8/7/19

Dates of Work Year = **8/15/2018** **5/31/2019**

Payday = Paydate for 17/18

Paid Holidays = **0**

Sick Days = **10**

Paid Non-Duty Days = **0**

Personal Days = **2**

Non-Paid Non-Duty Days = **28**

Personal Negotiated = **2** **see notes below**

AUGUST						
S	M	T	W	T	F	S
			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	

13

SEPTEMBER						
S	M	T	W	T	F	S
						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						

19

OCTOBER						
S	M	T	W	T	F	S
	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			

21

NOVEMBER						
S	M	T	W	T	F	S
				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	

17

DECEMBER						
S	M	T	W	T	F	S
						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					

15

JANUARY						
S	M	T	W	T	F	S
		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		

19

FEBRUARY						
S	M	T	W	T	F	S
					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		

18

MARCH						
S	M	T	W	T	F	S
					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						

15

APRIL						
S	M	T	W	T	F	S
	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				

21

MAY						
S	M	T	W	T	F	S
			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	

22

JUNE						
S	M	T	W	T	F	S
						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						

0

JULY						
S	M	T	W	T	F	S
	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			

0

*****NOTE: ECE Paraprofessionals (NOT Special Education) work 186 (NOT 187) days including early start dates in August 2018.**

For 2018-2019, those dates are August 13 & 14, October 23, February 1, March 4, and April 29.

The school turns in those additional days on payroll as EXTRA PAY using the following account number: 10.100XXX0040.9150.4 which includes their regular accounting unit and the extra pay account number; XXX is the school

If a para does not work on one of these six days, they will not be paid.

If your school does not follow the District calendar, contact the Early Education Department for directions.

*****ECE Special Education Paraprofessionals work 180 days as shown on this calendar.**

Pay for time worked outside of your contracted Work Year will be handled separately; please discuss with your supervisor.

Sick Leave

You accrue 1 day per month on the last day of each month for 10 months (August-May)

Sick leave is not paid out at time of separation

Sick leave balances carry over from year-to-year and have no maximum balance

Personal Leave

You earn 1 day in Aug. for 1st semester and 1 day in Jan. for 2nd semester

Unused hours roll into sick time at the completion of your work year

Personal leave balances are not paid out at time of separation

Personal Negotiated Leave

You earn 1 day in Aug. for 1st semester and 1 day in Jan. for 2nd semester

Unused hours roll into sick time at the completion of your work year

Personal Negotiated leave balances are not paid out at time of separation