



2023-2024 Work Year Calendar

180 Day/000 Paraprofessional

AUGUST 2023						
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		

12

SEPTEMBER 2023						
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 2023						
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				

20

NOVEMBER 2023						
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 2023						
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						

11

JANUARY 2024						
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

FEBRUARY 2024						
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

19

MARCH 2024						
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					

16

Total # of paid days in month

APRIL 2024						
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						

20

MAY 2024						
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 2024						
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						

3

JULY 2024						
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

PAYDAY

Last Payment Prior SY: 08/07/23

First Payment: 08/22/23

Last Payment: 08/07/24

1 PAID HOLIDAYS

33 NON-PAID NON-DUTY DAYS

0 PAID NON-DUTY DAYS

10 SICK DAYS

2 PERSONAL DAYS

2 NEGOTIATED DAYS

DATES OF WORK YEAR:

Start Date: 08/16/23

End Date: 06/05/24

*****NOTE: ECE Paraprofessionals (NOT Special Education) work 186 days.**

These days are to be utilized on the designated days for the licensing requirement trainings and classroom setup.

For 2023-2024, those dates are August 14&15, September 22, October 12, February 16 and April 19.

The school turns in those additional days on True pay as MISC. 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 you have any question on how to enter the MISC. EXTRA PAY in True pay please contact your school Payroll technician.

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

Employees will earn one hour of sick time for every 20 hours worked each pay period. Maximum of 96 hours per school year.

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

Sick leave is not paid out at time of separation. Sick leave is only paid out when an employee retires from the District with PERA

Personal Leave

You accrue 2 personal leave days in August

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

Personal leave balances are not paid out at time of separation

Personal Negotiated Leave

You accrue 2 negotiated days in August

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

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

Late Appointment Calculations (Start/Hire date is after the start of the contract year)

If you started on the 1st or the 16th of the pay period, you will be paid your remaining hours in the work year calendar spread throughout the remaining paychecks in the school year

If you started after the 1st or the 16th, your first check will be based on the actual hours worked in that pay period.

(To get this number, scroll up to your work year calendar and count the number of days you have worked in that pay period and that is how many hours you will be paid on your first check). Going forward, the remaining hours in the work year calendar are spread throughout the remaining paychecks in the school year.

Example: You are hired 10/30, you will be paid for 2 actual days worked on your first paycheck. Then the remaining total hours in the work year calendar are spread throughout the remaining paychecks in the school year

Reserve Breakdown for 2023/2024

180 Safety & Security Para, ECE Para, Special Ed Para (7+Hours/Day)

(Applies only to employees that start on the first scheduled day of the School Year)

Pay Period	Pay Date	(Contract Pay) Standard Time Record	Days Earned Per Pay Period	Hours Earned 1.00 FTE	Reserves	Reserve Balance
08/01-08/15	08/22/23	60.00	0	0.00	60.00	(60.00)
08/16-08/31	09/07/23	60.00	12	96.00	(36.00)	(24.00)
09/01-09/15	09/22/23	60.00	10	80.00	(20.00)	(4.00)
09/16-09/30	10/06/23	60.00	9	72.00	(12.00)	8.00
10/01-10/15	10/20/23	60.00	8	64.00	(4.00)	12.00
10/16-10/31	11/07/23	60.00	12	96.00	(36.00)	48.00
11/01-11/15	11/22/23	60.00	11	88.00	(28.00)	76.00
11/16-11/30	12/07/23	60.00	6	48.00	12.00	64.00
12/01-12/15	12/22/23	60.00	11	88.00	(28.00)	92.00
12/16-12/31	01/05/24	60.00	0	0.00	60.00	32.00
01/01-01/15	01/22/24	60.00	9	72.00	(12.00)	44.00
01/16-01/31	02/07/24	60.00	12	96.00	(36.00)	80.00
02/01-02/15	02/22/24	60.00	11	88.00	(28.00)	108.00
02/16-02/28	03/07/24	60.00	8	64.00	(4.00)	112.00
03/01-03/15	03/22/24	60.00	11	88.00	(28.00)	140.00
03/16-03/31	04/05/24	60.00	5	40.00	20.00	120.00
04/01-04/15	04/22/24	60.00	10	80.00	(20.00)	140.00
04/16-04/30	05/07/24	60.00	10	80.00	(20.00)	160.00
05/01-05/15	05/22/24	60.00	11	88.00	(28.00)	188.00
05/16-05/31	06/07/24	60.00	11	88.00	(28.00)	216.00
06/01-06/15	06/21/24	60.00	3	24.00	36.00	180.00
06/16-06/30	07/05/24	60.00	0	0.00	60.00	120.00
07/01-07/15	07/22/24	60.00	0	0.00	60.00	60.00
07/16-07/31	08/07/24	60.00	0	0.00	60.00	0.00
Totals:		1440.00	180	1440.00	0.00	

Reserve Breakdown for 2023/2024

180 Safety & Security Para, ECE Para, Special Ed Para (7+Hours/Day)
 (Applies only to employees that start on the first scheduled day of the School Year)

Pay Period	Pay Date	(Contract Pay) Standard Time Record	Days Earned Per Pay Period	Hours Earned .875 FTE	Reserves	Reserve Balance
08/01-08/15	08/22/23	52.50	0	0.00	52.50	(52.50)
08/16-08/31	09/07/23	52.50	12	84.00	(31.50)	(21.00)
09/01-09/15	09/22/23	52.50	10	70.00	(17.50)	(3.50)
09/16-09/30	10/06/23	52.50	9	63.00	(10.50)	7.00
10/01-10/15	10/20/23	52.50	8	56.00	(3.50)	10.50
10/16-10/31	11/07/23	52.50	12	84.00	(31.50)	42.00
11/01-11/15	11/22/23	52.50	11	77.00	(24.50)	66.50
11/16-11/30	12/07/23	52.50	6	42.00	10.50	56.00
12/01-12/15	12/22/23	52.50	11	77.00	(24.50)	80.50
12/16-12/31	01/05/24	52.50	0	0.00	52.50	28.00
01/01-01/15	01/22/24	52.50	9	63.00	(10.50)	38.50
01/16-01/31	02/07/24	52.50	12	84.00	(31.50)	70.00
02/01-02/15	02/22/24	52.50	11	77.00	(24.50)	94.50
02/16-02/28	03/07/24	52.50	8	56.00	(3.50)	98.00
03/01-03/15	03/22/24	52.50	11	77.00	(24.50)	122.50
03/16-03/31	04/05/24	52.50	5	35.00	17.50	105.00
04/01-04/15	04/22/24	52.50	10	70.00	(17.50)	122.50
04/16-04/30	05/07/24	52.50	10	70.00	(17.50)	140.00
05/01-05/15	05/22/24	52.50	11	77.00	(24.50)	164.50
05/16-05/31	06/07/24	52.50	11	77.00	(24.50)	189.00
06/01-06/15	06/21/24	52.50	3	21.00	31.50	157.50
06/16-06/30	07/05/24	52.50	0	0.00	52.50	105.00
07/01-07/15	07/22/24	52.50	0	0.00	52.50	52.50
07/16-07/31	08/07/24	52.50	0	0.00	52.50	0.00
Totals:		1260.00	180	1260.00	0.00	