

2016 – 2017 WORK YEAR CALENDAR

Work Year: **180** Days

Payment Year

Dates of Work Year

Paid Holidays

Paid Non-Duty Days

Non-Paid Non-Duty Days

SAFETY & SECURITY PARA, ECE PARA, SPECIAL ED PARA (7+ Hours/day)

= **September 30th - August 31st**

= **8/18/2016 6/2/2017**

0

0

27

Pay Day = Last week day each month

Sick Days = 10 see notes below

Personal Days = 2 see notes below

Para Negotiated = 2

*****ECE Paraprofessionals: Please see note 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			

10

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	

21

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					

20

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			

16

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				

18

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	

18

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						

20

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	

2

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					

*****NOTE:** ECE Paraprofessionals under job codes 7901,7389, and 7915 work the SAME **186** DAYS AS ECE TEACHERS including start dates in August. For 2016-2017, those dates are August 15,16,17, October 28, November 4, and February 3. The school turns in those additional days on payroll as **EXTRA PAY**. 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** under job code 7793, 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

Reporting Period for Absences

Absences are reported from the 15th of the previous month to the 14th of the current month

Sick Leave

You accrue one sick day per month on the last day of each month for 10 months (Aug - May)

Sick leave hours can be used in 1/2 hour increments

Sick leave is not paid out at time of separation

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

Personal Leave

6 hr/day Paras and greater: Earn 1 personal leave day in September for 1st semester and 1 personal leave day in January for 2nd semester

4 hr/day and greater Paras only: You earn an additional 1 day of negotiated personal leave from the union in September for 1st semester and

1 day of negotiated personal leave in January for the 2nd semester. Cannot use their personal or negotiated personal leave the first

15 student contact days or the last 10 student contact days. Can be used in half day or full day increments.

Unused hours roll into sick leave hours at the completion of your scheduled work year.

Personal leave balances are not paid out at time of separation

Late Appointment calculation for employee starting any day after 8/18/16:

If your start date is later than the first day of the school year, you are considered a "late appointment"

Your pay will be pro-rated based on the number of days you will actually work out of the contracted school year (180 days)

Pro-Rated Salaries are paid in equal installments over the remaining months in the contract payment year

To calculate your pro-rated salary:

1) Annual Salary / 180 = Daily Rate (EX: Start date 9/15: \$20,000 annual salary / 180 = \$111.11 Daily Rate)

2) Daily Rate * the # remaining days in the work year = Pro-Rated Salary (EX: \$111.11 * 164 Days = \$18,222.04)

3) Pro-Rated Salary / remaining months in payment year = monthly gross

(EX: \$18,222.04 / 12 months = \$1,518.50 to be paid September 30 - August 31)

