

# 2016 – 2017 WORK YEAR CALENDAR

Work Year: **182** Days

Payment Year

Dates of Work Year

Paid Holidays

Paid Non-Duty Days

Non-Paid Non-Duty Days

**LUNCHROOM EMPLOYEE**

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

= **8/19/2016 6/2/2017**

= **7**

= **0**

= **24**

Pay Day = Semi-monthly

Sick Days = 10

Personal Days = 2

see notes below

T182LA



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			

9

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	

22

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					

19

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			

18

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				

19

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						

19

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			

23

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					

Contracted lunchroom receive 1/24 of their annual salary each month, beginning September 15th and ending August 31st

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

**Reporting Period for Absences**

Absences/exceptions are reported from the 1st - 15th for the end month payment and from the 16th-last day of month for the mid-month payment

**Sick Leave**

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

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**

Full accrual given in September

You earn 1 personal leave days in September for 1st semester and 1 personal leave days in January for 2nd semester

Cannot be used to extend a school break, holiday, or the first and last 4 weeks of school

Can be used in halfday or fullday 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 8/19/16:**

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 (186 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 / 182 = Daily Rate (EX: Start date January 4th: \$24,000 annual salary / 182 = \$131.87 Daily Rate)

2) Daily Rate \* the # remaining days in the work year = Pro-Rated Salary (EX: \$131.87 \* 98 Days = \$12,923.26)

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

(EX: \$12,923.26 / 16 payments = \$807.70 to be paid January 15 - August 31)



