

2016 – 2017 WORK YEAR CALENDAR

Work Year: **207** Days

Payment Year

Dates of Work Year

Paid Holidays

Paid Non-Duty Days

Non-Paid Non-Duty Days

ADMINISTRATOR

= **August 31st to July 31st**

= **8/01/2016 - 6/7/2017**

= **7**

= **1**

= **16**

Pay Day = Last week day each month

Sick Days = 10 see notes below

Personal Days = 4

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

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			

23

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					

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			

20

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				

20

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				

20

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			

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	

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

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 (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 with you from year-to-year and there is no maximum balance

Personal Leave

Full accrual given in September

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

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 7/29/16:

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 (207 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 / 207 = Daily Rate (EX: Start date January 4th: \$30,000 annual salary / 207 = \$144.93 Daily Rate)

2) Daily Rate * the # remaining days in the work year = Pro-Rated Salary (EX: \$144.93 * 107 Days = \$15507.51)

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

(EX: \$15,507.51 / 7 months = \$2,215.36 to be paid January 31 - July 31)