

2016 – 2017 WORK YEAR CALENDAR

Work Year: **212** Days

PROTECH

T212NA

Payment Year

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

Dates of Work Year

= **8/1/2016** **6/9/2017**

Pay Day = Last week day each month

Paid Holidays

= **7**

Sick Days = 10 see notes below

Paid Non-Duty Days

= **2**

Personal Days = 2

Non-Paid Non-Duty Days

= **13**

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

16

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	

20

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	

7

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 bus drivers receive 1/12 of their annual salary each month, beginning September 30th 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 are reported from the 15th of the previous month to the 14th of the current month

Sick Leave

You accrue 8 hours of sick time on the last day of each month from September-June. (10 months)

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 have no maximum balance

Personal Leave

Full accrual given in September

You earn 1 personal leave day in September for 1st semester and 1 personal leave day in January 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

Late Appointment calculation for employee starting any day after 8/01/16:

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 (212 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 / 212 = Daily Rate (EX: Start date January 8th: \$25,000 annual salary / 212 = \$117.92 Daily Rate)

2) Daily Rate * the # remaining days in the work year = Pro-Rated Salary (EX: \$125.00 * 109 Days = \$12,853.28)

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

(EX: \$12853.28 / 8 months = \$1606.66 to be paid January 31 - August 31)

(EX: \$19784.24 / 8 months = \$2,473.03 to be paid January 31 - August 31)

