2017 - 2018 WORK YEAR CALENDAR

Work Year: Days

MIDDLE SCHOOL PRINCIPAL

T223A

Payment Year

Dates of Work Year

Paid Holidays

Paid Non-Duty Days

Non-Paid Non-Duty Days

= August	31st -	July 31st	t
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7/24/2017 6/15/2018

Pay Day	=	Last week day each month
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Sick Days

Personal Days

ck Days	=	12	see notes below

JULY

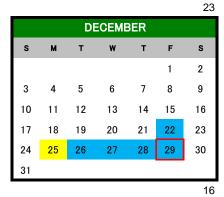
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NOVEMBER 27 28



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223-Day Middle School Principal

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

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 2 personal leave days in August for 1st semester and 2 personal leave days in January for 2nd semester

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

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