

**Salaried Staff Calendars**

2013-2014

**Teachers (Veterans - 193 Days/New Teachers – 195 Days)**  
**New Teacher Orientation/Staff Development Days:**  
 August 1, 2, 5 / January 3, March 17  
**Start Date for Veteran Staff:** August 5  
**Fall Workshop:** August 5, 6, 7, 8, 9  
**District Staff Development Days:** Fall Workshop, January 20  
**Building Staff Development Days:**  
 October 17, January 20, February 13  
**Teacher Workdays:** October 16, February 17, June 2  
**Parent-Teacher Conferences Comp Day:**  
 October 18, February 14  
**Non-work Days:** Labor Day, Thanksgiving Break, Winter Break, Spring Break, Memorial Day  
**Snow Days:** Do Not Report (Make-up at end of year)  
**Last Day:** June 2 (including 4 snow days)

**Nurses (193 Days)**  
**Start Date:** August 2  
**Fall Workshop:** August 6, 7, 8, 9  
**District Staff Development Days:** January 20  
**Building Staff Dev. Days:** October 17, February 13  
**Nurse Workdays:** August 2, 5, October 16, February 17  
**Parent-Teacher Conferences Comp Day:** October 18, February 14  
**Non-work Days:** Labor Day, Thanksgiving Break, Winter Break, Spring Break, Memorial Day  
**Snow Days:** Do Not Report (Make-up at end of year)  
**Last Day:** May 30 (including 4 snow days)

**Non-Traditional Certificated Staff Work Calendars**

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|---|---|---|
| <b>CADRE Associates</b> (203 Days)                                    | <b>Interventionists</b> (213 Days)                      | <b>MEP Facilitators</b> (213 Days)                  |
| <b>Middle School Counselors</b> (205 Days)                            | <b>High School Counselors</b> (205 Days)                | <b>Psychologists</b> (210 Days)                     |
| <b>Special Education Program Facilitators</b><br>(198, 203, 208 Days) | <b>Continuous Year Certificated Staff</b><br>(193 Days) | <b>District Department Heads</b><br>(203, 213 Days) |

**Professional-Technical Salaried Employees**

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|---|--|--|
| <b>Occupational and Physical Therapists</b><br>(193 Days) | <b>Community Counselor/Social Worker</b><br>(210 Days) | <b>Pro-Tech Salaried Employees</b><br>(221 Days) |
|---|--|--|

**Calendar Parameters for Non-Traditional Certificated and Pro-Tech Salaried Employees**

1. Earliest First Contract Day – First workday in August.
2. Latest Last Contract Day – Last workday in July.
3. Work the identified/Scheduled Work Days:
  - a. All Fall Workshop days
  - b. Last week of the school year
  - c. All staff days
  - d. All staff development days
  - e. All parent-teacher conference days, following the school schedule for evening conferences, if applicable.
4. Employee and supervisors discuss work to be done and determine work calendar:
  - a. Employee submits calendar to supervisor for approval prior to August 1<sup>st</sup>.
  - b. Supervisor submits approved calendar to Human Resources prior to August 7<sup>th</sup>.
5. Schedule additional days with your supervisor:
  - a. Weekends may not be used to meet contract days.
  - b. District Holidays\* are non-contract days and may not be used for additional days.
  - c. Do not report on **snow days**. Schedule make up days with the supervisor.
6. Days you are scheduled to work:
  - a. If an employee is sick on a scheduled work day he/she should use a sick day.
  - b. Employees may not flex scheduled work days for FMLA purposes.

**12-Month Salaried Employees**

- Snow Days: Report
- Ten Paid Holidays/Vacation Days: 1-4 yrs – 10 days; 5-9 yrs – 15 days; 10+ yrs – 20 days (Supervisor Approval Required)

\***District Holidays:** 9/2/13; 11/28/13, 11/29/13; 12/24/13; 12/25/13; 12/31/13; 1/1/14; 3/21/14; 5/26/14; 7/4/14