

Employee Work Calendar - Secretary High (190 days) 2020 - 2021

| | 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 | Student days | Work Days | Paid Days | |
|--------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|--------------|-----------|-----------|--|
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 190 | | | |
| July | W | TH | F | | | M | T | W | TH | F | | | M | T | W | TH | F | | | M | T | W | TH | F | | | M | T | W | TH | F | 0 | 1 | 1 | |
| | | | 189 | 188 | 187 | 186 | 185 | | | 184 | 183 | 182 | 181 | 180 | | | 179 | 178 | 177 | 176 | 175 | | | 174 | 173 | 172 | 171 | 170 | | | 169 | | | | |
| Aug. | | | M | T | W | TH | F | | | M | T | W | TH | F | | | M | T | W | TH | F | | | M | T | W | TH | F | | | M | 4 | 21 | 21 | |
| | 168 | 167 | 166 | 165 | | | 164 | 163 | 162 | 161 | 160 | | | 159 | 158 | 157 | 156 | 155 | | | 154 | 153 | 152 | 151 | 150 | | | 149 | 148 | 147 | | | | | |
| Sept. | T | W | TH | F | | | M | T | W | TH | F | | | M | T | W | TH | F | | | M | T | W | TH | F | | | M | T | W | 21 | 21 | 22 | | |
| | 146 | 145 | | | | | | | | | | 144 | 143 | 142 | 141 | 140 | | | 139 | 138 | 137 | 136 | 135 | | | 134 | 133 | 132 | 131 | 130 | | | | | |
| Oct. | TH | F | | | M | T | W | TH | F | | | M | T | W | TH | F | | | M | T | W | TH | F | | | M | T | W | TH | F | 17 | 17 | 17 | | |
| | | 129 | | 128 | 127 | 126 | | | 125 | 124 | 123 | 122 | 121 | | | 120 | 119 | 118 | 117 | 116 | | | 115 | 114 | | 113 | | | | 112 | | | | | |
| Nov. | | M | T | W | TH | F | | | M | T | W | TH | F | | | M | T | W | TH | F | | | M | T | W | TH | F | | | M | 16 | 17 | 18 | | |
| | 111 | 110 | 109 | 108 | | | 107 | 106 | 105 | 104 | 103 | | | 102 | 101 | 100 | 99 | 98 | | | | | 97 | | | | | | | | | | | | |
| Dec. | T | W | TH | F | | | M | T | W | TH | F | | | M | T | W | TH | F | | | M | T | W | TH | F | | | M | T | W | TH | 14 | 14 | 15 | |
| | 96 | | | 95 | 94 | 93 | 92 | 91 | | | 90 | 89 | 88 | 87 | 86 | | | 85 | 84 | 83 | 82 | | | 81 | 80 | 79 | 78 | 77 | | | | | | | |
| Jan. | F | | | M | T | W | TH | F | | | M | T | W | TH | F | | | M | T | W | TH | F | | | M | T | W | TH | F | 19 | 19 | 20 | | | |
| | 76 | 75 | 74 | 73 | 72 | | | 71 | 70 | 69 | 68 | 67 | | | 66 | 65 | 64 | 63 | 62 | | | 61 | 60 | 59 | 58 | 57 | | | | | | | | | |
| Feb. | M | T | W | TH | F | | | M | T | W | TH | F | | | M | T | W | TH | F | | | M | T | W | TH | F | | | | | 19 | 20 | 20 | | |
| | 56 | 55 | 54 | 53 | 52 | | | 51 | 50 | 49 | 48 | 47 | | | 46 | 45 | 44 | 43 | 42 | | | 41 | 40 | 39 | 38 | 37 | | | 36 | 35 | 34 | | | | |
| Mar. | M | T | W | TH | F | | | M | T | W | TH | F | | | M | T | W | TH | F | | | M | T | W | TH | F | | | M | T | W | 23 | 23 | 23 | |
| | 33 | 32 | | | | | | | | | | 31 | 30 | 29 | 28 | 27 | | | 26 | 25 | 24 | 23 | 22 | | | 21 | 20 | 19 | 18 | 17 | | | | | |
| Apr. | TH | F | | | M | T | W | TH | F | | | M | T | W | TH | F | | | M | T | W | TH | F | | | M | T | W | TH | F | 17 | 17 | 17 | | |
| | | | 16 | 15 | 14 | 13 | 12 | | | 11 | 10 | 9 | 8 | 7 | | | 6 | 5 | 4 | 3 | 2 | | | 1 | | | | | | | | | | | |
| May | | | M | T | W | TH | F | | | M | T | W | TH | F | | | M | T | W | TH | F | | | M | T | W | TH | F | | | M | 15 | 16 | 16 | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| June | T | W | TH | F | | | M | T | W | TH | F | | | M | T | W | TH | F | | | M | T | W | TH | F | | | M | T | W | 0 | 0 | 0 | | |

| | | | | | | |
|-------------|---|--------------|---|-----------------|---|-----------------------------|
| KEY: | 4 | Paid Holiday | ■ | Non Work Day | ■ | First/Last Day for Students |
| | ■ | Weekend | ■ | Opening/Closing | ■ | Equivalency Days |

| | | | |
|---------------|------------|------------|------------|
| Totals | 165 | 186 | 190 |
|---------------|------------|------------|------------|

Due to the 2020-21 Variable Instructional Calendar, all work calendars have been adjusted accordingly. All Equivalency Days are part of your annual work calendar, but you will not report to work.

Employees starting on the following days earn the following accruals:

| # of Days | Sick | Personal | # of Days | Sick | Personal | # of Days | Sick | Personal | # of Days | Sick | Personal |
|-----------|------|----------|-----------|------|----------|-----------|------|----------|-----------|------|----------|
| 190-186 | 10 | 3 | 137-135 | 7 | 2.5 | 90-81 | 4.5 | 1.5 | 42-34 | 2 | 0.5 |
| 185-176 | 9.5 | 3 | 134-129 | 7 | 2 | 80-75 | 4 | 1.5 | 33-24 | 1.5 | 0.5 |
| 175-167 | 9 | 3 | 128-119 | 6.5 | 2 | 74-72 | 4 | 1 | 23-15 | 1 | 0.5 |
| 166-165 | 8.5 | 3 | 118-110 | 6 | 2 | 71-62 | 3.5 | 1 | 14-5 | 0.5 | 0 |
| 164-157 | 8.5 | 2.5 | 109-105 | 5.5 | 2 | 61-53 | 3 | 1 | 4-0 | 0 | 0 |
| 156-148 | 8 | 2.5 | 104-100 | 5.5 | 1.5 | 52-45 | 2.5 | 1 | | | |
| 147-138 | 7.5 | 2.5 | 99-91 | 5 | 1.5 | 44-43 | 2.5 | 0.5 | | | |

