

## Employee Work Calendar - **SECRETARY** (240 days) 2019-20

	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		
				240				239	238	237	236	235			234	233	232	231	230			229	228	227	226	225			224	223	222					
<b>July</b>	M	T	W	TH	F			M	T	W	TH	F			M	T	W	TH	F			M	T	W	TH	F			M	T	W	0	18	19		
	221	220						219	218	217	216	215			214	213	212	211	210			209	208	207	206	205			204	203	202	201	200			
<b>Aug.</b>	TH	F			M	T	W	TH	F			M	T	W	TH	F			M	T	W	TH	F			M	T	W	TH	F	18	22	22			
		199	198	197	196	195									194	193	192	191	190			189	188	187	186	185			184	183	182	181	180			
<b>Sept.</b>		M	T	W	TH	F			M	T	W	TH	F			M	T	W	TH	F			M	T	W	TH	F			M		20	20	21		
	178	177	176	175				174	173	172					171	170	169	168	167			166	165	164	163	162			161	160	159	158				
<b>Oct.</b>	T	W	TH	F			M	T	W	TH	F			M	T	W	TH	F			M	T	W	TH	F			M	T	W	TH	18	21	21		
	157			156	155	154	153	152						151	150	149	148	147			146	145	144	143	142			141	140		139					
<b>Nov.</b>	F			M	T	W	TH	F			M	T	W	TH	F			M	T	W	TH	F			M	T	W	TH	F	16	18	19				
		138	137	136	135	134					133	132	131	130	129						128	127	126	125	124			123			122	121				
<b>Dec.</b>		M	T	W	TH	F			M	T	W	TH	F			M	T	W	TH	F			M	T	W	TH	F			M	T	13	17	18		
	120	119	118					117	116	115	114	113			112	111	110	109	108			107	106	105	104	103			102	101	100	99	98			
<b>Jan.</b>	W	TH	F			M	T	W	TH	F			M	T	W	TH	F			M	T	W	TH	F			M	T	W	TH	F	21	21	23		
			97	96	95	94	93								92	91	90	89	88			87	86	85	84	83			82	81	80	79	78			
<b>Feb.</b>			M	T	W	TH	F			M	T	W	TH	F			M	T	W	TH	F			M	T	W	TH	F				19	20	20		
			77	76	75	74	73								72	71	70	69	68			67	66	65	64	63			62	61	60	59	58			
<b>Mar.</b>		M	T	W	TH	F			M	T	W	TH	F			M	T	W	TH	F			M	T	W	TH	F			M	T	22	22	22		
	55	54	53					52	51						50	49	48	47	46			45	44	43	42	41			40	39	38	37				
<b>Apr.</b>	W	TH	F			M	T	W	TH	F			M	T	W	TH	F			M	T	W	TH	F			M	T	W	TH	17	19	19			
	36			35	34	33	32	31							30	29	28	27	26			25	24	23	22	21			20	19	18	17	16			
<b>May</b>	F			M	T	W	TH	F			M	T	W	TH	F			M	T	W	TH	F			M	T	W	TH	F	11	20	21				
	15	14	13	12	11						10	9	8	7	6						5	4	3	2	1											
<b>June</b>	M	T	W	TH	F			M	T	W	TH	F			M	T	W	TH	F			M	T	W	TH	F			M	T	0	15	15			

<b>KEY:</b>	7	Paid Holiday		non-Work Day		Weekend		Totals	175	233	240
		Opening/Closing		First/Last Day for Students							

Employees starting on the following days earn the following accruals:

# Days	Sick	Personal	# Days	Sick	Personal	# Days	Sick	Personal	# Days	Sick	Personal
240-234	10	3	179-174	7.5	2	113-102	4.5	1.5	53-42	2	0.5
233-222	9.5	3	173-162	7	2	101-100	4	1.5	41-30	1.5	0.5
221-220	9	3	161-150	6.5	2	99-90	4	1	29-20	1	0.5
219-210	9	2.5	149-140	6	2	89-78	3.5	1	19-18	1	0
209-198	8.5	2.5	139-138	6	1.5	77-66	3	1	17-6	0.5	0
197-186	8	2.5	137-126	5.5	1.5	65-60	2.5	1	5-0	0	0
185-180	7.5	2.5	125-114	5	1.5	59-54	2.5	0.5			

