

2018-19

**Secondary Office Asst PT - 10  
 True Time**

Total Working Days **206**  
 Total Hours Allowed **721**

|  |           |
|--|-----------|
| <b>AUGUST</b> .....                    | <b>24</b> |
| 31 1 2 3                               | 14.0      |
| 6 7 <b>8</b> 9 <b>10</b>               | 17.5      |
| <b>13</b> 14 15 <b>*16</b> <b>*17</b>  | 17.5      |
| <b>*20</b> <b>*21</b> <b>*22</b> 23 24 | 17.5      |
| 27 28 29 30 31                         | 17.5      |

**\*Aug 16, 17, 20 - Teacher Prep Days** **84.0** **84.0**  
**\*Aug 21 - Beginning Classwork for High**  
**\*Aug 22 - Beginning Classwork for Elem & Mid**

|                                  |           |
|----------------------------------|-----------|
| <b>SEPTEMBER</b> .....           | <b>19</b> |
| <b>(3)</b> 4 <b>5</b> 6 <b>7</b> | 14.0      |
| <b>10</b> 11 12 13 14            | 17.5      |
| 17 18 19 20 21                   | 17.5      |
| 24 25 <b>*26</b> 27 28           | 17.5      |

**Sep 3 - Labor Day** **66.5** **150.5**  
**\*Sep 26 - High PTC 12-8**

|                                  |           |
|----------------------------------|-----------|
| <b>OCTOBER</b> .....             | <b>23</b> |
| 1 2 <b>3</b> 4 <b>*5</b>         | 17.5      |
| <b>8</b> 9 10 11 12              | 17.5      |
| 15 16 17 <b>(18)</b> <b>(19)</b> | 10.5      |
| 22 23 24 25 <b>*26</b>           | 17.5      |
| 29 30 31 1 2                     | 17.5      |

**\*Oct 5 - Middle PTC Comp Day** **80.5** **231.0**  
**Oct 18-19 - Fall Recess**  
**\*Oct 26 - Grade Transmittal Day**

|   |           |
|---|-----------|
| <b>NOVEMBER</b> .....                     | <b>17</b> |
| 5 6 <b>7</b> 8 <b>9</b>                   | 17.5      |
| <b>12</b> 13 14 15 16                     | 17.5      |
| 19 20 <b>(21)</b> <b>(22)</b> <b>(23)</b> | 7.0       |
| 26 27 28 29 30                            | 17.5      |

**Nov 21-23 - Thanksgiving Recess** **59.5** **290.5**

|  |           |
|--|-----------|
| <b>DECEMBER</b> .....                                    | <b>18</b> |
| 3 4 <b>5</b> 6 <b>7</b>                                  | 17.5      |
| <b>10</b> 11 12 13 14                                    | 17.5      |
| 17 18 19 20 21   | 17.5      |
| <b>(24)</b> <b>(25)</b> <b>*26</b> <b>*27</b> <b>*28</b> | 0.0       |
| <b>(31)</b> <b>(1)</b> 2 3 4                             | 10.5      |

**Dec 24 - Jan 1 - Winter Recess** **63.0** **353.5**

|                           |           |
|---------------------------|-----------|
| <b>JANUARY</b> .....      | <b>19</b> |
| 7 8 <b>9</b> 10 <b>11</b> | 17.5      |
| <b>*14</b> 15 16 17 18    | 17.5      |
| <b>(21)</b> 22 23 24 25   | 14.0      |
| 28 29 30 31 1             | 17.5      |

**\*Jan 14 - Grade Transmittal Day** **66.5** **420.0**  
**Jan 21 - Martin Luther King Day**

|                                 |           |
|---------------------------------|-----------|
| <b>FEBRUARY</b> .....           | <b>19</b> |
| 4 5 <b>6</b> 7 <b>8</b>         | 17.5      |
| <b>11</b> 12 13 14 <b>*15</b>   | 17.5      |
| <b>(18)</b> 19 <b>*20</b> 21 22 | 14.0      |
| 25 26 <b>*27</b> 28 1           | 17.5      |

**\*Feb 15 - Middle PTC Comp Day** **66.5** **486.5**  
**Feb 18 - Washington/Lincoln Day**  
**\*Feb 20 - High School ACT Testing**  
**\*Feb 27 - High School PTC 12-8**

|                         |           |
|-------------------------|-----------|
| <b>MARCH</b> .....      | <b>20</b> |
| 4 5 <b>6</b> 7 <b>8</b> | 17.5      |
| <b>11</b> 12 13 14 8    | 17.5      |
| 18 19 20 21 <b>*22</b>  | 17.5      |
| 25 26 27 28 29          | 17.5      |

**\*Mar 22 - Grade Transmittal Day** **70.0** **556.5**

|   |           |
|---|-----------|
| <b>APRIL</b> .....  | <b>20</b> |
| 1 2 <b>3</b> 4 <b>5</b>                                     | 17.5      |
| <b>8</b> 9 10 11 12   | 17.5      |
| <b>*15)</b> <b>(16)</b> <b>(17)</b> <b>(18)</b> <b>(19)</b> | 0.0       |
| 22 23 24 25 26  | 17.5      |
| 29 30 1 2 3   | 17.5      |

**Apr 15-19 - Spring Recess** **70.0** **626.5**

|                          |           |
|--------------------------|-----------|
| <b>MAY</b> .....         | <b>19</b> |
| 6 7 <b>8</b> 9 <b>10</b> | 17.5      |
| <b>13</b> 14 15 16 17    | 17.5      |
| 20 21 22 23 24           | 17.5      |
| <b>(27)</b> 28 29 30 31  | 14.0      |

**May 27 - Memorial Day** **66.5** **693.0**

|                                 |          |
|---------------------------------|----------|
| <b>JUNE</b> .....               | <b>8</b> |
| <b>*3</b> 4 <b>5</b> 6 <b>7</b> | 17.5     |
| <b>10</b> 11 12                 | 10.5     |

**\*Jun 3 - Teacher Checkout** **28.0** **721.0**

**Employee Final Submission**  
**1st Approval**  
**2nd Approval**