

DATES OF EMPLOYMENT 2018-2019

SECRETARIAL/CLERICAL Less Than 12 Months

Number of Days:	191	195	198	204	211	214
Job Titles:	Itinerant Secretary	Library Clerk	Other designated Secretaries in School Buildings and Central Administration	Designated Assistant Secretaries in School Buildings, Elementary Assistant Secretaries, High School Assistant Secretaries, Elementary Office Manager, Secretary-Title VII Indian Ed	Designated Central Admin Secretaries, High School Assistant Secretaries, Middle School Secretaries/Clerks, Student Office Secretary, Secretary, Special Ed	Middle School Office Manager High School Assistant Secretaries Other Designated Secretaries in School Buildings and Central Administration
Start Date:	August 30, 2018 First day of school	August 24, 2018 Four days before the first day of school	August 23, 2018 Five days before the first day of school	August 15, 2018 Eleven days before the first day of school	August 16, 2018 Ten days before the first day of school	August 13, 2018 Thirteen days before the first day of school
End Date*:	June 13, 2019* Work last day of school - Full work day	June 13, 2019* Work last day of school - Full work day	June 17, 2019* Two days after the last day of school	June 17, 2019* Two days after the last day of school	June 27, 2019* Ten days after the last day of school	June 27, 2019* Ten days after the last day of school

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	17	18	19	20
24	25	26	27	28

Paid holidays: Labor Day-9/3/18, Veteran's Day-11/12/18, Thanksgiving 11/22-23/18, Christmas 12/25/18, New Year's Eve 12/31/18, New Year's Day 1/1/19, Martin Luther King Day 1/21/19, President's Day 2/18/19, Memorial Day 5/27/19

Winter Break 12/24/18 to 1/4/19
Spring Break 4/1/19 to 4/5/19

*End date – Unless extended by weather
Make up day

IMPORTANT DATES:

OCTOBER 12, 2018 – LID Day
This is a work day designated for Professional Development for the Secretarial/Clerical group

JANUARY 25, 2019 – LID Day
This is a non-work day and is not a part of your contract.

JANUARY 28, 2019 – non-work day
Designated weather makeup day

MARCH 11, 2019 – non-work day
Designated weather makeup day

JUNE 14, 2019 – non-work day for 191 and 195 day employees unless used as a weather makeup day. Designated weather makeup day. If used as a school make-up day position end date will move out one additional day.

Designated makeup days will become work days in the event of a weather emergency. When making out-of-office plans, please be cautious of making them on a designated weather make up day as these days could become required work days.