

11 Months - Assistant Principals, CD/CIS/SS/MS Coordinators: 201 Work Days; 46 Non-Work Days, and 14 Legal Holidays
2016-2017 School Calendar

Mo.	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	Available Days	Work Days	Holidays	Non-Work Days					
May																					30	31							
Jun			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	0		0	0	
Jul					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	20	0	1	0
Aug	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			22	0	1	0
Sep				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	21	0	1	0
Oct	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31					21	0	0	0
Nov		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30			19	0	3	0
Dec				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	19	0	3	0
Jan	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				20	0	2	0
Feb			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28				18	0	2	0
Mar			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	23	0	0	0
Apr	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28						20	0	0	0
May	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			22	0	1	0
Jun				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	22	0	0	0

HOLIDAY *	Observed	Dates	Days
Independence	July 4	Monday	
Admission	August 5	Friday	
Labor Day	Sept 5	Monday	
Veterans Day	Nov 11	Friday	
Thanksgiving	Nov. 24 & 25	Thurs. & Fri	
Christmas	Dec. 23 & 25	Fri. & Mon.	
New Year's	Dec 30 & Jan 1	Fri. & Mon.	
Martin L. King	Jan. 16	Monday	
Lincoln Day	Feb. 13	Monday	
Washington	Feb. 20	Monday	
Memorial Day	May 29	Monday	

Need to Plot: Work Days: 201 Days
Non-Work Days: 46

Total available Days:	247
Total Work Days:	0
	14
	201
	46

W	: First day or last day for students	
	: Total Student Instructional Days	180
	: Non Work Days	46
	: Work Days	201
	: Legal Holidays	14
	Total Paid Days:	215

Instructions: Please mark your non-work days (no color fill) for each month then count your work days of that month, record the number of the work days on the "Work Days" column, and the number of the non-Work days on the "Non-Work Days" column. Please make sure your total work days is 201 Days, and your total Non-Work Days is 46 days.

Among the 247 available days, there are 201 work days and 46 Non-Work days that need to be plotted based on the Assist. Principal's personal discretion and his/her Supervisor's pre-approval. **Strongly suggested:** Not to plot your Non-Work Days during the student instructional days.

Supervisor's Signature: _____ Date: _____

12 Months - Principals: 218 Work Days; 29 Non-Work Days, and 14 Legal Holidays
2016-2017 School Calendar

Mo.	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	Available Days	Work Days	Holidays	Non-Work Days	
May																										30	31			
Jun			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30		0		0	0	
Jul					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	20	0	1	0	
Aug	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		22	0	1	0		
Sep				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	21	0	1	0	
Oct	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31				21	0	0	0	0	
Nov		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30		19	0	3	0		
Dec				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	19	0	3	0	
Jan	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31		20	0	2	0			
Feb			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28		18	0	2	0			
Mar			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	23	0	0	0	
Apr	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28					20	0	0	0	0	
May	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		22	0	1	0		
Jun				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	22	0	0	0	

HOLIDAY *	Observed	Days
Independence	July 4	Monday
Admission Day	August 5	Friday
Labor Day	Sept 5	Monday
Veterans Day	Nov 11	Friday
Thanksgiving	Nov 24 & 25	Thurs. & Fri
Christmas	Dec 23 & 26	Fri. & Mon
New Year's	Dec 30 & Jan 1	Fri. & Mon
Martin L. King	Jan 16	Monday
Lincoln Day	Feb 13	Monday
Washington	Feb 20	Monday
Memorial Day	May 29	Monday

Need to Plot: Work Days: 218 Days
Non-Work Days: 29

Total available Days:	247
Total Work Days:	218
	14
	29

W	: First day or last day for students	
	: Total Student Instructional Days	180
	: Non Work Days	29
	: Work Days	218
	: Legal Holidays	14
	Total Paid Days:	232

Instructions: Please mark your non-work days (no color fill) for each month then count your work days of that month, record the number of the work days on the "Work Days" column, and the number of the non-Work days on the "Non-Work Days" column. Please make sure your total work days is **218 Days**, and your total Non-Work Days is **29 days**.

Among the 247 available days, there are 218 work days and 29 Non-Work days that need to be plotted based on the Principal's personal discretion and his/her Supervisor's pre-approval. **Strongly suggested:** Not to plot your Non-Work Days during the student instructional days.

Supervisor's Signature: _____ Date: _____

12 Months - Certificated Executive Directors, Directors, Coordinators- 225 Work Days; 22 Non-Work Days, and 14 Legal Holidays

2016-2017 School Calendar

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Supervisor's Signature: _____ Date: _____

12 Months - Certificated Chiefs: 247 Work Days:{247(including 25 vacation days)+14 Legal Holidays=261 Paid Days}

2016-2017 School Calendar

Mo.	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	Work Days	Holidays	Vacations	Total Paid Days					
Jun			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	0	0	0	0	
Jul					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	20	1	0	21
Aug	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		22	1	0	23	
Sep				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	21	1	0	22
Oct	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31					21	0	0	21
Nov		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30			19	3	0	22
Dec				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	19	3	0	22
Jan	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				20	2	0	22
Feb			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28				18	2	0	20
Mar			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	23	0	0	23
Apr	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28						20	0	0	20
May	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			22	1	0	23
Jun				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	22	0	0	22

HOLIDAY *	Observed	Dates	Days
Independence	July 4	Monday	
Admission Day	August 5	Friday	
Labor Day	Sept 5	Monday	
Veterans Day	Nov 11	Friday	
Thanksgiving	Nov 24&25	Thurs. & Fri	
Christmas	Dec 23&26	Fri. & Mon.	
New Year's	Dec 30&Jan 1	Fri. & Mon.	
Martin L. King	Jan 16	Monday	
Lincoln Day	Feb. 13	Monday	
Washington	Feb 20	Monday	
Memorial Day	May 29	Monday	

W	: First day or last day for students	
	: Vacation days based on contract	25
	: Work Days (include 25 vacation days)	247
	: Legal Holidays	14
	Total Paid Days:	261

Total Work Days:	247	14	0	261
Vacation per contract			25	

Need to Plot: Work Days: 247

Among the 247 work days, there are 25 vacation days that need to be plotted on the Chief's personal discretion and Superintendent's pre-approval.

Supervisor's Signature: _____ Date: _____