

Calendar 2023-2024

Community Calendar Approved 11/17/2022

# Administrative Assistant - 12-Month

**July**

Mon	Tue	Wed	Thur	Fri	Total
3	X	5	6	7	4
10	11	12	13	14	5
17	18	19	20	21	5
24	25	26	27	28	5
31					1
Monthly Total					20

**August**

Mon	Tue	Wed	Thur	Fri	Total
	1	2	3	4	4
NT	NT	NT	NT	11	5
14	15	16	&17	&18	5
(^21	22	23	24	25	5
28	29	30	31		4
Monthly Total					23

**September**

Mon	Tue	Wed	Thur	Fri	Total
				1	1
X	5	6	7	8	4
11	12	13	14	15	5
18	19	20	21	22	5
X	26	27	28	29	4
Monthly Total					19

**October**

Mon	Tue	Wed	Thur	Fri	Total
2	3	4	5	6	5
X	10	11	12	13	4
16	17	18	19	20	5
23	24	25	*26	**27	5
30	31				2
Monthly Total					21

**November**

Mon	Tue	Wed	Thur	Fri	Total
		1	2	3	3
6	7	8	9	X	4
13	14	15	16	17	5
20	21	X	X	X	2
27	28	29	30		4
Monthly Total					18

**December**

Mon	Tue	Wed	Thur	Fri	Total
				1	1
4	5	6	7	8	5
11	12	13	14	15	5
18	19	20	21	22	5
X	26	27	28	29	4
Monthly Total					20

**January**

Mon	Tue	Wed	Thur	Fri	Total
X	2	3	4	5	4
&8	9	10	11	12	5
X	16	17	18	19	4
22	23	24	25	26	5
29	30	31			3
Monthly Total					21

**February**

Mon	Tue	Wed	Thur	Fri	Total
			1	2	2
5	6	7	8	9	5
12	13	14	15	&#16	5
#X	20	21	22	23	4
26	27	28	29		4
Monthly Total					20

**March**

Mon	Tue	Wed	Thur	Fri	Total
				1	1
#X	5	6	7	8	4
11	12	13	14	15	5
18	19	20	*21	**22	5
25	26	27	28	X	4
Monthly Total					19

**April**

Mon	Tue	Wed	Thur	Fri	Total
1	2	3	4	5	5
8	9	10	11	12	5
15	16	17	18	19	5
22	23	24	25	26	5
29	30				2
Monthly Total					22

**May**

Mon	Tue	Wed	Thur	Fri	Total
		1	2	3	3
6	7	8	9	10	5
13	14	15	16	17	5
20	21	22	23	24	5
X	28	29	30	31	4
Monthly Total					22

**June**

Mon	Tue	Wed	Thur	Fri	Total
3	4	5	6	^7	5
#10	#11	#12	#13	#14	5
17	18	X	20	21	4
24	25	26	27	28	5
Monthly Total					19

**Legal Public Holidays**

- 1. Independence Day Jul. 4
- 2. Labor Day Sept. 4
- 3. Columbus Day Oct. 9
- 4. Veterans Day Obs. Nov. 10
- 5. Thanksgiving Day Nov. 23
- 6. Christmas Day Dec. 25
- 7. New Year's Day Jan. 1
- 8. M.L. King's Birthday Jan. 15
- 9. President's Day Feb. 19
- 10. C. Pulaski's Birthday Mar. 4
- 11. Memorial Day May 27
- 12. Juneteenth Day June 19

**Not in Attendance**

- 13. Rosh Hashanah Sept. 25
- 14. Before Thanksgiving Nov. 22
- 15. After Thanksgiving Nov. 24
- 16. Good Friday Mar. 29

**Calendar Legend**

- New Teacher Orientation NT
- School Begins (
- Do Not Work X
- Half Day Inservice (PM) ^
- Parent Teacher Conferences - \*
- PM/Evening (Students 1/2 Day AM)
- Parent Teacher Conferences - \*\*
- AM (Students Not Present)
- Institute Days &
- School Closes )
- Emergency Days if needed #

**Winter Break**

December 21, 2023 - January 7, 2024

**Spring Break**

March 25, 2024 - April 1, 2024

<b>Start Date:</b>	<b>7/1/2023</b>
<b>End Date:</b>	<b>6/30/2024</b>
<b>Days Worked:</b>	244.00
<b>Paid Holidays:</b>	16.00
<b>Unpaid Floating Holiday:</b>	0.00
<b>Total Paid Days:</b>	260.00
<b>Hours at Work:</b>	8.50
<b>Hours Paid:</b>	7.50
<b>260.0 Days x 8.0 Hours Paid</b>	<b>1950.00</b>