### Administrator/Office Personnel Work Calendar Summary

<table>
<thead>
<tr>
<th>Number of Days</th>
<th>Job Titles</th>
<th>State Date 2019</th>
<th>Paid Holidays</th>
<th>Unpaid Non-Work Days</th>
<th>End Date 2020</th>
</tr>
</thead>
</table>
| 12 months (262 days) | Administrators, NS Operations Coordinator, Nutrition Services Quality Assurance & Training Manager, Nutrition Coordinator Media Processor, Year-Round Office Personnel, Technology, Health Enhancement Coordinator, Lead District Safety Monitor, Coordinator-Community Services, PHHS Receptionist, PHS Attendance | July 1          | July 4  
September 2  
November 27-29  
December 23 – 31  
January 1  
March 18-20  
May 25 | n/a | June 30 |
| 12 months (262 days) | Custodians, Maintenance, Aquatic Center Asst. Program Specialist, Preschool, School Age Child Care, Nurse I and Nutrition Services Manager at Gerner | July 1          | July 4  
September 2  
November 28-29  
December 23-25  
January 1  
March 19-20  
May 25 | n/a | June 30 |
| 10.5 months (228-229 days) | Some Elem Office Personnel, MS/HS Administrative Assistant to Assistant Principal, Administrative Assistant to Counselor, PHS Receptionist | July 22         | September 2  
November 27-29  
December 23-31  
January 1  
March 18-20  
May 25 | September 27 (HS)  
October 25 (Elem/MS)  
January 2  
January 20  
February 14 (HS)  
March 16-17 | June 11 |

*Does not work on snow days. Snow days will be added at the end of the year unless prior arrangements have been made with the building principal. Working on snow days will be a flexible option determined by building need and work tasks.*

Any deviations to this work calendar due to emergencies must be approved by the Asst. Superintendent of Human Resources.
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<tbody>
<tr>
<td>10.5 months (219 days)</td>
<td>Some High School Assistant Principals</td>
<td>July 22</td>
<td>September 2, November 27-29, December 23-31, January 1, March 18-20, May 25</td>
<td>September 27, January 2, January 20, February 14, March 16-17</td>
<td>May 29</td>
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<td>*Does not work on snow days. Will work on Feb. 17 and March 13 if snow make-up days are needed. Additional snow days will be added at the end of the year.</td>
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<tr>
<td>10.5 months (219 days)</td>
<td>Some Middle School Assistant Principals</td>
<td>July 22</td>
<td>September 2, November 27-29, December 23-31, January 1, March 18-20, May 25</td>
<td>October 25, January 2, January 20, March 16-17</td>
<td>May 28</td>
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<tr>
<td>10 months (approx. 191 days)</td>
<td>Attendance – High School</td>
<td>July 29</td>
<td>September 2, September 27, October 14, November 27-29, December 23-31, January 1-3, January 20, February 14, (March 13)*, March 16-20, May 25</td>
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<td>May 22</td>
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<td>*Does not work on snow days. Snow days will be added at the end of the year. Will work on President’s Day. (Will also work on March 13 if more than one snow make-up day is needed.</td>
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