

2020-21

Secondary Office Asst PT - 10

True Time

Total Working Days	206
Total Hours Allowed	721

JULY 5
 27 28 29 30 31 17.5
 17.5 17.5

AUGUST 25
 3 4 5 6 7 17.5
 *10 *11 *12 *13 *14 17.5
 17 18 19 20 21 17.5
 24 25 26 27 28 17.5
 31 1 2 3 4 17.5
 *Aug 10-14 - Teacher Prep Days 87.5 105.0
 *Aug 17 - Beginning Classwork for High
 *Aug 18 - Beginning Classwork for Elem & Mid

SEPTEMBER 19
 (7) 8 9 10 11 14.0
 14 15 16 17 18 17.5
 21 22 23 24 25 17.5
 28 29 30 1 2 17.5
 Sep 7 - Labor Day 66.5 171.5

OCTOBER 15
 5 6 7 8 9 17.5
 12 13 14 15 16 17.5
 (19) (20) (21) (22) (23) 0.0
 26 27 28 29 30 17.5
 Oct 19-23 - Fall Recess 52.5 224.0

NOVEMBER 22
 2 3 4 5 6 17.5
 9 10 11 12 13 17.5
 16 17 18 19 20 17.5
 23 24 (25) (26) (27) 7.0
 30 1 2 3 4 17.5
 Nov 25-27 - Thanksgiving Recess 77.0 301.0

DECEMBER 10
 7 8 9 10 11 17.5
 14 15 16 17 18 17.5
 (21) (22) (23) (24) (25) 0.0
 *28 *29 *30 (31) (1) 0.0
 Dec 21 - Jan 1 - Winter Recess 35.0 336.0

JANUARY 19
 4 5 6 7 8 17.5
 11 12 13 14 15 17.5
 (18) 19 20 21 22 14.0
 25 26 27 28 29 17.5
 Jan 18 - Martin Luther King Day 66.5 402.5

FEBRUARY 19
 1 2 3 4 5 17.5
 8 9 10 11 12 17.5
 (15) 16 17 18 19 14.0
 22 23 24 25 26 17.5
 Feb 15 - Washington/Lincoln Day 66.5 469.0

MARCH 20
 1 2 3 4 5 17.5
 8 9 10 11 12 17.5
 15 16 17 18 19 17.5
 22 23 24 25 26 17.5
 (29) (30) (31) (1) (2) 0.0
 Mar 29 - Apr 2 - Spring Recess 70.0 539.0

APRIL 20
 5 6 7 8 9 17.5
 12 13 14 15 16 17.5
 19 20 21 22 23 17.5
 26 27 28 29 30 17.5
 70.0 609.0

MAY 24
 3 4 5 6 7 17.5
 10 11 12 13 14 17.5
 17 18 19 20 21 17.5
 24 25 26 27 28 17.5
 (31) 1 2 3 4 14.0
 May 31 - Memorial Day 84.0 693.0

JUNE 8
 7 8 9 10 11 17.5
 14 15 16 10.5
 28.0 721.0

Employee Final Submission
 1st Approval
 2nd Approval