

2021-22

Secondary Office Asst PT - 10

True Time

Total Working Days **206**
 Total Hours Allowed **721**

JULY 5
 26 27 28 29 30 17.5
17.5 17.5

AUGUST 25
 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 17.5
 30 31 1 2 3 17.5
***Aug 9-13 - Teacher Prep Days 87.5 105.0**
***Aug 16 - Beginning Classwork for High**
***Aug 17 - Beginning Classwork for Elem & Mid**

SEPTEMBER 19
 (6) 7 **8** 9 **10** 14.0
 13 **14** 15 16 17 17.5
 20 21 22 23 24 17.5
 27 28 29 30 1 17.5
Sep 6 - Labor Day 66.5 171.5

OCTOBER 15
 4 5 **6** 7 **8** 17.5
 11 **12** 13 14 15 17.5
 (18) (19) (20) (21) (22) 0.0
 25 26 27 28 29 17.5
Oct 18-22 - Fall Recess 52.5 224.0

NOVEMBER 22
 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) 7.0
 29 30 1 2 3 17.5
Nov 24-26 - Thanksgiving Recess 77.0 301.0

DECEMBER 10
 6 7 **8** 9 **10** 17.5
 13 14 15 16 17 17.5
 (20) (21) (22) (23) (24) 0.0
 (27) *28 *29 *30 (31) 0.0
Dec 20 - Jan 2 - Winter Recess 35.0 336.0

JANUARY 24
 3 4 **5** 6 **7** 17.5
 10 **11** 12 13 14 17.5
 (17) 18 19 20 21 14.0
 24 25 26 27 28 17.5
 31 1 2 3 4 17.5
Jan 17 - Martin Luther King Day 84.0 420.0

FEBRUARY 19
 7 8 **9** 10 **11** 17.5
 14 **15** 16 17 18 17.5
 (21) 22 23 24 25 14.0
 28 1 2 3 4 17.5
Feb 21 - Washington/Lincoln Day 66.5 486.5

MARCH 20
 7 8 **9** 10 **11** 17.5
 14 **15** 16 17 18 17.5
 21 22 23 24 25 17.5
 28 29 30 31 1 17.5
70.0 556.5

APRIL 14
 4 5 **6** 7 **8** 17.5
 11 **12** 13 14 (15) 14.0
 (18) (19) (20) (21) (22) 0.0
 25 26 27 28 29 17.5
Apr 15-22 - Spring Recess 49.0 605.5

MAY 24
 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 17.5
 (30) 31 1 2 3 14.0
May 31 - Memorial Day 84.0 689.5

JUNE 9
 6 7 **8** 9 **10** 17.5
 13 **14** 15 16 14.0
31.5 721.0

Employee Final Submission
 1st Approval
 2nd Approval