

DATES OF EMPLOYMENT 2023-24 SECRETARIAL/CLERICAL Less Than 12 Months

Number of Days:	191	195	198	204	211	214
Job Titles:	Itinerant Secretary	Library Clerk	Other designated Secretaries in School Buildings and Central Administration	Elementary Office Manager, Elementary Support Secretaries, Designated MS/HS Support Secretaries in School Buildings	Designated Central Admin Secretaries, Designated MS/HS Support Secretaries, NS Clerk, Special Ed Secretary	Middle School Office Manager, Data Processor High School, Designated MS/HS Support Secretaries, Other Designated Secretaries in School Buildings and Central Administration
Start Date:	August 30, 2023 One day before School Launch	August 29, 2023 Two days before School Launch	August 23, 2023 Six days before School Launch	August 17, 2023 Ten days before School Launch	August 16, 2023 Eleven days before School Launch	August 11, 2023 Fourteen days before School Launch
End Date*:	June 14, 2024* Work the last day of school – full workday	June 19, 2024* Three days after the last day of school	June 18, 2024* Two days after the last day of school	June 20, 2024* Four days after the last day of school	June 28, 2024* Ten days after the last day of school	June 28, 2024* Ten days after the last day of school

M	T	W	T	F
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	1

M	T	W	T	F
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
				28

***End date – UNLESS EXTENDED BY JUNE 17-18 WEATHER MAKE-UP DAYS**

Paid holidays: Labor Day 9/04/2023, Veteran’s Day 11/10/2023, Thanksgiving 11/23-24, 2022, Christmas 12/25/2022 (observed), New Year’s Eve 1/2/24 (observed), New Year’s Day 1/1/2024, Martin Luther King Day 1/15/2024, President’s Day 2/19/2024, Memorial Day 5/27/2024, Juneteenth 6/19/2024

Winter Break: 12/25/2023 to 1/5/2024

Spring Break: 4/1/2024 to 4/5/2024

Conference Week: Classified staff members are paid for their normal hours during elementary spring conference days. If they wish to have the days off, they must use proper request/approval for personal/vacation leave.

IMPORTANT DATES:

OCTOBER 13, 2023 - LID Day This is a non-workday.

NOVEMBER 22, 2023 -This is a non-workday.

FEBRUARY 2, 2024 – This is a non-workday. Semester break day.

FEBRUARY 20, 2024 – LID Day. This is a non-workday.

MARCH 15, 2024 – Scheduled Weather Make-up Day. In the event of a weather or other emergency one or more of these days may be used to extend the school year.

JUNE 17 & 18, 2024 – Scheduled Weather Make-up days.

Designated make-up days will become workdays when it is necessary to cancel school/work due to a weather emergency. When making out-of-office plans, please be cautious of making them on a designated weather make up day as these days could become required workdays.