

CFSD SY 17-18 EMPLOYEE CALENDAR

<b>JULY '17</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>AUGUST '17</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>SEPTEMBER '17</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>OCTOBER '17</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<b>NOVEMBER '17</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>DECEMBER '17</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>JANUARY '18</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>FEBRUARY '18</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28
<b>MARCH '18</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>APRIL '18</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>MAY '18</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>JUNE '18</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

- Student's first and last day of school (8/10 and 5/23). First and last day of school is a full day for students and staff.
- Student holiday
- Orientation days: new teachers begin on 7/31; returning teachers begin on 8/4
- Inservice day

Administrative and Certified Contracts

Category	First Day	Last Day	Number of Contract Days
A.1 12 month administrators	07/01/17	06/30/18	260
C1 new certificated staff	07/31/17	05/24/18*	215*
C2 2nd year returning	08/04/17	05/24/18	206
C3 returning certificated staff	08/04/17	05/24/18	206

\* C1 only: 210 days from 07/31/17 to 05/24/18 plus 5 additional days for Professional Development on 06/04/18 - 06/08/18 for a total of 215 contract days

Classified Positions - Notice of Appointments

Category	First Day	Last Day	Number of Contract Days
A.1 please see reverse for job titles	07/01/17	06/30/18	260
A.2 please see reverse for job titles	07/01/17	06/30/18	260
A.3 please see reverse for job titles	07/17/17	06/30/18	233
B.1 please see reverse for job titles	07/17/17	06/08/18	217
B.2 please see reverse for job titles	07/31/17	05/24/18	196
B.3 please see reverse for job titles	07/17/17	06/15/18	222
B.4 please see reverse for job titles	07/10/17	05/24/18	211
D.1 please see reverse for job titles	07/31/17	05/11/18	187
D.2 please see reverse for job titles	08/07/17	05/24/18	191
D.3 please see reverse for job titles	08/09/17	05/23/18	188
E please see reverse for job titles	08/04/17	05/24/18	192
F days to be determined by CARE director			

IMPORTANT DATES

Job Sharing Policy GCG: Submit your written proposal prior to March 15.

Leave of Absence Policy GCC: Submit your written proposal prior to March 1 of previous school year for professional leave beginning first quarter/trimester, and prior to October 1 of previous fall for professional leave beginning third quarter/2nd or 3rd trimester.

Retirement of Professional/Support Staff Members Policy GCQE: Submit your written notification of intent to retire on or before February 1 of your final school year. A qualifying employee shall be paid for unused short-term leave.

Holiday/Recess	Date	A.1 260 days Acctg Clerk (MAC), Acctg Clerk (Payable), Administrator, Admin Asst, CS Educ Exten Dir, CS Exec Secretary, CS Office Coord, CS Program Dir, CS Program Dir/Outdoor Ed Coord, Full Chrg Bookkeeper, Courier, HR Asst I & II, Network Mgr, Network Syst Tech I, Payroll Mgr, Payroll Spec, Procurement Spec, Receptionist, Software Appl Spec, Student IS, Web Coord	A.2 260 days Acctg Clerk (HS), Computer Tech II (HS), Custodian Lead (HS), Custodian (ELC), Facilities Supv, Groundskeeper, Inventory Control Clerk, Maint I, Maint II, Maint Supv, Registrar, Security Lead, Student Database Mgr	A.3 233 days Custodian, Custodian Lead (Middle/Elem), School Secretary, Spec Ed Secretary, Professional Learning Program Specialist, CS Office Asst II	B.1 217 days Computer Technician I (Elem), Theater Shop Foreman	B.2 196 days Office Clerk, Office Clerk (counselors), Spec. Ed Secretary (part time), Data Base Mgr (JTED)	B.3 222 days Computer Tech I (Middle & HS)	B.4 211 days CS Office Asst I (10 mos)	C1 215 contract days for new certified staff  C2 206 contract days for 2nd year teachers  C3 206 contract days for returning certified staff	D.1 187 days Athletic Equip Asst, Athletic Trainer  D.3 188 days Bursar, EA (classroom, inclusion), EA Health Aide, ELL Instruct Aide, Office Clerk (Attend-HS); Speech/Language Asst	D.2 191 days Health Assistant, Security Monitor, Library Clerk (Elem, Middle & HS)	E 192 days Office Coord (HS), ISS Level II	F CARE Site Staff, ELC staff
Independence Day	4-Jul	paid holiday	paid holiday	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Labor Day	4-Sep	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday
October Break	12-Oct	n/a	n/a	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	n/a
October Break	13-Oct	n/a	n/a	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	n/a
Veteran's Day	10-Nov	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday
Thanksgiving	22-Nov	n/a	n/a	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess
Thanksgiving	23-Nov	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday
Thanksgiving	24-Nov	paid holiday	paid holiday	unpaid recess	unpaid recess	unpaid recess	unpaid recess	paid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess
Winter Break	25-Dec	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday
Winter Break	26-Dec	paid holiday	paid holiday	unpaid recess	unpaid recess	unpaid recess	unpaid recess	paid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess
Winter Break	27-Dec	paid holiday	paid holiday	unpaid recess	unpaid recess	unpaid recess	unpaid recess	paid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess
Winter Break	28-Dec	vacation / LWOP	n/a	unpaid recess	unpaid recess	unpaid recess	unpaid recess	paid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess
Winter Break	29-Dec	vacation / LWOP	n/a	unpaid recess	unpaid recess	unpaid recess	unpaid recess	paid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess
Winter Break	1-Jan	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday
Winter Break	2-Jan	paid holiday	paid holiday	unpaid recess	unpaid recess	unpaid recess	unpaid recess	paid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess
Winter Break	3-Jan	paid holiday	paid holiday	unpaid recess	unpaid recess	unpaid recess	unpaid recess	paid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess
Winter Break	4-Jan	vacation / LWOP	n/a	unpaid recess	unpaid recess	unpaid recess	unpaid recess	paid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess
Winter Break	5-Jan	vacation / LWOP	n/a	unpaid recess	unpaid recess	unpaid recess	unpaid recess	paid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess
Martin Luther King Day	15-Jan	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday
Rodeo Break	22-Feb	n/a	n/a	n/a	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	n/a
Rodeo Break	23-Feb	n/a	n/a	unpaid recess	unpaid recess	unpaid recess	unpaid recess	paid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	n/a
Spring Break	2-Apr	n/a	n/a	unpaid recess	unpaid recess	unpaid recess	unpaid recess	paid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess
Spring Break	3-Apr	n/a	n/a	unpaid recess	unpaid recess	unpaid recess	unpaid recess	paid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess
Spring Break	4-Apr	n/a	n/a	unpaid recess	unpaid recess	unpaid recess	unpaid recess	paid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess
Spring Break	5-Apr	paid holiday	paid holiday	unpaid recess	unpaid recess	unpaid recess	unpaid recess	paid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess
Spring Break	6-Apr	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday
Memorial Day	28-May	paid holiday	paid holiday	paid holiday	paid holiday	n/a	paid holiday (B.3)	n/a	n/a	n/a	n/a	n/a	n/a

paid holiday - you observe the holiday and you receive your normal pay for the day. See policy GCD "qualifying for paid holidays/recess"

n/a (not applicable) - you do not observe the holiday/recess, you work your normal schedule for the day

paid recess - you observe the recess and you receive your normal pay for the day (applies to certificated staff only). See policy GCD "qualifying for paid holidays/recess"

unpaid recess - you observe the recess but you do not get paid for the day

vacation/LWOP - you observe the recess but you do not get paid for the day unless you take a vacation day (December 25 - January 5 only)