



## Administrative / Support 12 Month Staff 2009 - 2010 Workday Calendar

Insert Employee Name  
Insert Employee Location

Jul 2009				
M	T	W	T	F
		1	2	3 H
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
				23

Aug 2009				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
				21

Sep 2009				
M	T	W	T	F
	1	2	3	4
7 H	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		
				22

Oct 2009				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
				22

**Calendar is applicable to Principals, Asst Principals, all 12 month administrative, office & clerical support staff. Not applicable to Teacher Assistants. Timesheets for non-exempt staff are for recordkeeping purposes only & may not reflect pay periods. Salary is divided into (12) wage payments.**

Nov 2009				
M	T	W	T	F
2	3	4	5	6
9	10	11 H	12	13
16	17	18	19	20
23	24	25	26 H	27 H
30				
				21

Dec 2009				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24 H	25 H
28	29	30	31	
				23

Jan 2010				
M	T	W	T	F
				1 H
4	5	6	7	8
11	12	13	14	15
18 H	19	20	21	22
25	26	27	28	29
				21

Feb 2010				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
				20

Payroll Schedule  
Twelve (12) Pay Periods

Period Begins	Period Ends	Pay Dates
07/01/09	07/31/09	07/31/09
08/03/09	08/31/09	08/31/09
09/01/09	09/30/09	09/30/09
10/01/09	10/30/09	10/30/09
11/02/09	11/30/09	11/30/09
12/01/09	12/31/09	12/18/09
01/01/10	01/29/10	01/29/10
02/01/10	02/26/10	02/26/10
03/01/10	03/31/10	03/31/10
04/01/10	04/30/10	04/30/10
05/03/10	05/31/10	05/28/10
06/01/10	06/30/10	06/30/10

Mar 2010				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
				23

Apr 2010				
M	T	W	T	F
			1	2 H
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
				22

May 2010				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31 H				
				21

Jun 2010				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		
				22

**Legend:**  Pay Periods

Track Out

**H** Holiday

261.0 Workdays