

## Central Services 2017 - 2018

### Instructional

[93% Teacher Assistants](#)

[10 Month Staff](#)

[11 Month Staff](#)

[12 Month Staff](#)

### Administrative

[10 Month Non-Certified Clerical Staff](#)

[11 Month Admin/Clerical Track CA](#)

[12 Month Administrative & Clerical Staff](#)

[10 Month Occupational Therapists on Track 4A](#)

*Monday, April 10, 2017*



## Central Services Teacher Assistants (93% TA ONLY) 93 TA (excludes teacher workdays) 2017 - 2018 Workday Calendar

[Return to Table of Contents](#)



Insert Employee Name  
Insert Employee Location

Calendar excludes (14) teacher workdays. Applicable to 93% TA's Only. Wage payments will not equal actual days worked. Timesheets are for recordkeeping purposes only and may not reflect pay periods.

**Salary is audited for late hire, track change, and early resignation. Holiday & Annual Leave is pro-rated.**

Jul 2017				
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				
				0

Aug 2017				
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	31	
				4

Sep 2017				
M	T	W	T	F
				1
4	5	6	7	8
H				
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
				ER
				20

Oct 2017				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			
				ER
				21

Nov 2017				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
ER	A	H	H	
27	28	29	30	
				22

Dec 2017				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
H	H	H	A	A
				21

Jan 2018				
M	T	W	T	F
1	2	3	4	5
H				
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
				22

Feb 2018				
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		
				ER
				19

Mar 2018				
M	T	W	T	F
			1	2
			ER	
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
				H
				21

Apr 2018				
M	T	W	T	F
2	3	4	5	6
A	A	A	A	A
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				
				21

May 2018				
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	31	
H				
				23

Jun 2018				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
		A		
18	19	20	21	22
25	26	27	28	29
				7

### Payroll Schedule

Period Begins	Period Ends	Pay Dates
No Check		07/31/17
08/28/17	08/31/17	08/31/17
09/01/17	09/29/17	09/29/17
10/02/17	10/31/17	10/31/17
11/01/17	11/30/17	11/30/17
12/01/17	12/29/17	12/19/17
01/01/18	01/31/18	01/31/18
02/01/18	02/28/18	02/28/18
03/01/18	03/30/18	03/30/18
04/02/18	04/30/18	04/30/18
05/01/18	05/31/18	05/31/18
06/01/18	06/13/18	06/28/18

### Required Workdays For Individual School Use

*\*Calendar / Pay Dates Subject to Change*

Legend:	<span style="display: inline-block; width: 15px; height: 10px; background-color: #add8e6; border: 1px solid black;"></span> Pay Periods	<span style="display: inline-block; width: 15px; height: 10px; background-color: #cccccc; border: 1px solid black;"></span> Track Out	A Required Leave	H Holiday	ER Early Release	201.0 Workdays
---------	---	---	------------------	-----------	------------------	----------------



## Central Services 10 Month Certified Instructional Staff 2017 - 2018 Workday Calendar

[Return to Table of Contents](#)



Insert Employee Name  
Insert Employee Location

Default calendar that includes 180 student days, 14 workdays, 10 annual leave days and 11 holidays. Applicable to 10 Month Central Office Certified Staff

**Pre-paid wages apply to Certified Staff.**

Jul 2017				
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				
				0

Aug 2017				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
			W	W
21	22	23	24	25
W	W	W	W	W
28	29	30	31	
				11

Sep 2017				
M	T	W	T	F
				1
4	5	6	7	8
H				
11	12	13	14	15
18	19	20	21	22
			W	
25	26	27	28	29
			ER	
				21

Oct 2017				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
				ER
23	24	25	26	27
30	31			
	W			
				22

Nov 2017				
M	T	W	T	F
		1	2	3
6	7	8	9	10
				H
13	14	15	16	17
20	21	22	23	24
	ER	A	H	H
27	28	29	30	
				22

Dec 2017				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
			ER	A
25	26	27	28	29
H	H	H	A	A
				21

Jan 2018				
M	T	W	T	F
1	2	3	4	5
H				
8	9	10	11	12
15	16	17	18	19
H				
22	23	24	25	26
W				
29	30	31		
				23

Feb 2018				
M	T	W	T	F
			1	2
5	6	7	8	9
				ER
12	13	14	15	16
19	20	21	22	23
W				
26	27	28		
				20

Mar 2018				
M	T	W	T	F
			1	2
				ER
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
			W	H
				22

Apr 2018				
M	T	W	T	F
2	3	4	5	6
A	A	A	A	A
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				
				21

May 2018				
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	31	
H				
				23

Jun 2018				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
W	W	A		
18	19	20	21	22
25	26	27	28	29
				9

Blocked Payroll Schedule		
Period Begins	Period Ends	Pay Dates
No Check		07/31/17
08/17/17	09/15/17	08/31/17
09/15/17	10/16/17	09/29/17
10/17/17	11/15/17	10/31/17
11/15/17	12/14/17	11/30/17
12/15/17	01/15/18	12/19/17
01/15/18	02/13/18	01/31/18
02/14/18	03/15/18	02/28/18
03/15/18	04/13/18	03/30/18
04/16/18	05/15/18	04/30/18
05/15/18	06/13/18	05/31/18
No Check		06/28/18

**Required Workdays**  
For Individual School Use

*\*Calendar / Pay Dates Subject to Change*

<b>Legend:</b>	<span style="background-color: #ADD8E6; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Pay Periods	<span style="background-color: #D3D3D3; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Track Out	<b>A</b> Required Leave	<b>H</b> Holiday	<b>W</b> Workday	<b>ER</b> Early Release	215.0 Workdays
----------------	---	---	-------------------------	------------------	------------------	-------------------------	----------------



## Central Services 11 Month Certified Staff & Teacher Assistants 2017 - 2018 Workday Calendar

[Return to Table of Contents](#)



Insert Employee Name  
Insert Employee Location

Default Calendar applicable to 11 month Certified Instructional Staff and Teacher Assistants only. Includes 180 student days, 21.5 additional student contact days, 14 workdays, 10 annual leave days and 11 holidays

Jul 2017				
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				
				0

Aug 2017				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
W	W	W	W	W
28	29	30	31	
				23

Sep 2017				
M	T	W	T	F
				1
4	5	6	7	8
H				
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
			ER	
				21

Oct 2017				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			
W				
				22

Nov 2017				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
ER	A	H	H	
27	28	29	30	
				22

Dec 2017				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
H	H	H	A	A
				21

Jan 2018				
M	T	W	T	F
1	2	3	4	5
H				
8	9	10	11	12
15	16	17	18	19
H				
22	23	24	25	26
W				
29	30	31		
				23

Feb 2018				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
W				
26	27	28		
				20

### Blocked Payroll Schedule

Period Begins	Period Ends	Pay Dates
No Check		
		<b>07/31/17</b>
08/01/17	08/30/17	<b>08/31/17</b>
08/30/17	09/28/17	<b>09/29/17</b>
09/29/17	10/30/17	<b>10/31/17</b>
10/30/17	11/28/17	<b>11/30/17</b>
11/29/17	12/28/17	<b>12/19/17</b>
12/28/17	01/26/18	<b>01/31/18</b>
01/29/18	02/27/18	<b>02/28/18</b>
02/27/18	03/28/18	<b>03/30/18</b>
03/29/18	04/27/18	<b>04/30/18</b>
04/27/18	05/28/18	<b>05/31/18</b>
05/29/18	06/27/18	<b>06/28/18</b>

Mar 2018				
M	T	W	T	F
			1	2
			ER	
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
			W	H
				22

Apr 2018				
M	T	W	T	F
2	3	4	5	6
A	A	A	A	A
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				
				21

May 2018				
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	31	
H				
				23

Jun 2018				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
W	W	A		
18	19	20	21	22
25	26	27	28	29
				18.5

### Required Workdays For Individual School Use

\*Calendar / Pay Dates Subject to Change

**Legend:**  Pay Periods  Track Out **A** Required Leave **H** Holiday **W** Workday **ER** Early Release 236.5 Workdays

\*Teacher Assistants - Wage payments will not equal actual days worked. Timesheets are for recordkeeping purposes only and may not reflect pay periods.



## Central Services 12 Month Certified Staff & Teacher Assistants 2017 - 2018 Workday Calendar

[Return to Table of Contents](#)



Insert Employee Name  
Insert Employee Location

Default Calendar applicable to 12 month Certified Instructional Staff and Teacher Assistants. Includes 180 student days, 52 additional student contact days, 14 workdays and 12 holidays. Excludes 93% TA's.

Jul 2017				
M	T	W	T	F
3	4 H	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
				21

Aug 2017				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17 W	18 W
21	22	23	24	25
W	W	W	W	W
28	29	30	31	
				23

Sep 2017				
M	T	W	T	F
				1
4 H	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29 ER
				21

Oct 2017				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27 ER
30	31 W			
				22

Nov 2017				
M	T	W	T	F
		1	2	3
6	7	8	9	10 H
13	14	15	16	17
20	21 ER	22	23 H	24 H
27	28	29	30	
				22

Dec 2017				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28 ER	29
H	H	H		
				19

Jan 2018				
M	T	W	T	F
1 H	2	3	4	5
8	9	10	11	12
15 H	16	17	18	19
22 W	23	24	25	26
29	30	31		
				23

Feb 2018				
M	T	W	T	F
			1	2
5	6	7	8	9 ER
12	13	14	15	16
19	20	21	22	23
26 W	27	28		
				20

Mar 2018				
M	T	W	T	F
			1	2 ER
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29 W	30 H
				22

Apr 2018				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				
				21

May 2018				
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 H	29	30	31	
				23

Jun 2018				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18 W	19 W	20	21	22
25	26	27	28	29
				21

### Blocked Payroll Schedule

Period Begins	Period Ends	Pay Dates
07/03/17	08/01/17	07/31/17
08/01/17	08/30/17	08/31/17
08/31/17	09/29/17	09/29/17
09/29/17	10/30/17	10/31/17
10/31/17	11/29/17	11/30/17
11/29/17	01/01/18	12/19/17
01/02/18	01/31/18	01/31/18
01/31/18	03/01/18	02/28/18
03/02/18	04/02/18	03/30/18
04/02/18	05/01/18	04/30/18
05/02/18	05/31/18	05/31/18
05/31/18	06/29/18	06/28/18

### Required Workdays For Individual School Use

\*Calendar / Pay Dates Subject to Change

<b>Legend:</b>	<span style="background-color: #add8e6; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Pay Periods	<span style="background-color: #d3d3d3; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Track Out	A Required Leave	H Holiday	W Workday	ER Early Release	258.0 Workdays
----------------	---	---	------------------	-----------	-----------	------------------	----------------

\*Teacher Assistants - Wage payments will not equal actual days worked. Timesheets are for recordkeeping purposes only and may not reflect pay periods.



# Central Services 10 Month Administrative, Support, & Clerical Staff 2017 - 2018 Workday Calendar

[Return to Table of Contents](#)



Insert Employee Name  
Insert Employee Location

Timesheets are for recordkeeping purposes only and may not reflect pay periods.

Calendar applicable to 10 month Central Services based administrative, support and clerical staff. **Not applicable to Teacher Assistants**

Jul 2017				
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				
				0

Aug 2017				
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	31	
				11

Sep 2017				
M	T	W	T	F
				1
4	5	6	7	8
H				
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
				ER
				21

Oct 2017				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	ER
30	31			
				22

Nov 2017				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	ER	A	H	H
27				
				22

Dec 2017				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	ER	A
25	H	H	H	A
				21

Jan 2018				
M	T	W	T	F
1	2	3	4	5
H				
8	9	10	11	12
15	16	17	18	19
H				
22	23	24	25	26
29	30	31		
				23

Feb 2018				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	ER
19	20	21	22	23
26	27	28		
				20

Mar 2018				
M	T	W	T	F
			1	ER
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	H
				22

Apr 2018				
M	T	W	T	F
2	A	A	A	A
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				
				21

May 2018				
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	H	29	30	31
				23

Jun 2018				
M	T	W	T	F
				1
4	5	6	7	8
11	12	A	14	15
18	19	20	21	22
25	26	27	28	29
				9

### Payroll Schedule

Period Begins	Period Ends	Pay Dates
No Check		
08/17/17	08/31/17	07/31/17
09/01/17	10/02/17	09/29/17
10/02/17	10/31/17	10/31/17
11/01/17	11/30/17	11/30/17
11/30/17	12/29/17	12/19/17
01/01/18	01/30/18	01/31/18
01/30/18	02/28/18	02/28/18
03/01/18	03/30/18	03/30/18
03/30/18	04/30/18	04/30/18
05/01/18	05/30/18	05/31/18
05/30/18	06/13/18	06/28/18

### Required Workdays For Individual School Use

\*Calendar / Pay Dates Subject to Change

Legend:	<span style="display: inline-block; width: 15px; height: 10px; background-color: #add8e6; border: 1px solid black;"></span> Pay Periods	<span style="display: inline-block; width: 15px; height: 10px; background-color: #d3d3d3; border: 1px solid black;"></span> Track Out	A Required Leave	H Holiday	ER Early Release	215.0 Workdays
---------	---	---	------------------	-----------	------------------	----------------



# Central Services

## 11 Month Administrative, Support, & Clerical Staff

### 2017 - 2018 Workday Calendar

[Return to Table of Contents](#)



Insert Employee Name  
Insert Employee Location

Calendar applicable to 11 month Central Services based Administrative, Support & Clerical Staff. **Not applicable to Teacher Assistants.**

Timesheets for non-exempt staff are for recordkeeping purposes only & may not reflect pay periods.

Jul 2017				
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				
				0

Aug 2017				
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	31	
				23

Sep 2017				
M	T	W	T	F
				1
4	5	6	7	8
H				
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
				ER
				21

Oct 2017				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
				ER
23	24	25	26	27
30	31			
				22

Nov 2017				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
	ER	A	H	H
27	28	29	30	
				22

Dec 2017				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
			ER	A
25	26	27	28	29
H	H	H	A	A
				21

Jan 2018				
M	T	W	T	F
1	2	3	4	5
H				
8	9	10	11	12
15	16	17	18	19
H				
22	23	24	25	26
29	30	31		
				23

Feb 2018				
M	T	W	T	F
			1	2
5	6	7	8	9
				ER
12	13	14	15	16
19	20	21	22	23
26	27	28		
				20

Mar 2018				
M	T	W	T	F
			1	2
				ER
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
				H
				22

Apr 2018				
M	T	W	T	F
2	3	4	5	6
A	A	A	A	A
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				
				21

May 2018				
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	31	
H				
				23

Jun 2018				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
		A		
18	19	20	21	22
25	26	27	28	29
				21

Payroll Schedule		
Period Begins	Period Ends	Pay Dates
No Check		07/31/17
08/01/17	08/31/17	08/31/17
09/01/17	09/29/17	09/29/17
10/02/17	10/31/17	10/31/17
11/01/17	11/30/17	11/30/17
12/01/17	12/29/17	12/19/17
01/01/18	01/31/18	01/31/18
02/01/18	02/28/18	02/28/18
03/01/18	03/30/18	03/30/18
04/02/18	04/30/18	04/30/18
05/01/18	05/31/18	05/31/18
06/01/18	06/29/18	06/28/18

**Required Workdays**  
For Individual School Use

*\*Calendar / Pay Dates Subject to Change*

<b>Legend:</b>	<span style="background-color: #ADD8E6; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Pay Periods	<span style="background-color: #D3D3D3; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Track Out	<b>A</b> Required Leave	<b>H</b> Holiday	<b>ER</b> Early Release	239.0 Workdays
----------------	---	---	-------------------------	------------------	-------------------------	----------------



## Central Services 12 Month Administrative, Support, & Clerical Staff 2017 - 2018 Workday Calendar

[Return to Table of Contents](#)



Insert Employee Name  
Insert Employee Location

Calendar applicable to 12 month  
Central Services based  
Administrative, Support, & Clerical  
Staff. **Not applicable to Teacher  
Assistants**

Timesheets for non-exempt staff  
are for recordkeeping purposes  
only & may not reflect pay periods.

Jul 2017				
M	T	W	T	F
3	4	5	6	7
	H			
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
				21

Aug 2017				
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	31	
				23

Sep 2017				
M	T	W	T	F
				1
4	5	6	7	8
H				
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
			ER	
				21

Oct 2017				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
				ER
23	24	25	26	27
30	31			
				22

Nov 2017				
M	T	W	T	F
		1	2	3
6	7	8	9	10
				H
13	14	15	16	17
20	21	22	23	24
	ER		H	H
27	28	29	30	
				22

Dec 2017				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
			ER	
25	26	27	28	29
H	H	H		
				21

Jan 2018				
M	T	W	T	F
1	2	3	4	5
H				
8	9	10	11	12
15	16	17	18	19
H				
22	23	24	25	26
29	30	31		
				23

Feb 2018				
M	T	W	T	F
			1	2
5	6	7	8	9
				ER
12	13	14	15	16
19	20	21	22	23
26	27	28		
				20

Mar 2018				
M	T	W	T	F
			1	2
				ER
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
				H
				22

Apr 2018				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				
				21

May 2018				
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	31	
H				
				23

Jun 2018				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
				21

### Payroll Schedule

Period Begins	Period Ends	Pay Dates
07/03/17	07/31/17	07/31/17
08/01/17	08/31/17	08/31/17
09/01/17	09/29/17	09/29/17
10/02/17	10/31/17	10/31/17
11/01/17	11/30/17	11/30/17
12/01/17	12/29/17	12/19/17
01/01/18	01/31/18	01/31/18
02/01/18	02/28/18	02/28/18
03/01/18	03/30/18	03/30/18
04/02/18	04/30/18	04/30/18
05/01/18	05/31/18	05/31/18
06/01/18	06/29/18	06/28/18

### Required Workdays For Individual School Use

*\*Calendar / Pay Dates Subject to Change*

<b>Legend:</b>	<span style="display: inline-block; width: 15px; height: 10px; background-color: #ADD8E6; border: 1px solid black;"></span> Pay Periods	<span style="display: inline-block; width: 15px; height: 10px; background-color: #D3D3D3; border: 1px solid black;"></span> Track Out	<b>A</b> Required Leave	<b>H</b> Holiday	<b>ER</b> Early Release	260.0 Workdays
----------------	---	---	-------------------------	------------------	-------------------------	----------------





## Single Track 4A 10 Month Occupational Therapists 2017 - 2018 Workday Calendar

Jul 2017				
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
W	W	W	W	W
31				
				7

Aug 2017				
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	31	
				23

Sep 2017				
M	T	W	T	F
				1
4	5	6	7	8
H				
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
			ER	
				21

Oct 2017				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
		W	W	W
23	24	25	26	27
30	31			
				10

Nov 2017				
M	T	W	T	F
		1	2	3
6	7	8	9	10
				H
13	14	15	16	17
20	21	22	23	24
	ER	A	H	H
27	28	29	30	
				22

Dec 2017				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
			ER	A
25	26	27	28	29
H	H	H	A	A
				21

Jan 2018				
M	T	W	T	F
1	2	3	4	5
H				
8	9	10	11	12
15	16	17	18	19
H	A	A	W	W
22	23	24	25	26
29	30	31		
				14

Feb 2018				
M	T	W	T	F
			1	2
5	6	7	8	9
				ER
12	13	14	15	16
19	20	21	22	23
26	27	28		
				20

Mar 2018				
M	T	W	T	F
			1	2
				ER
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
A	A	A	A	H
				22

Apr 2018				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
W	W	W		
23	24	25	26	27
30				
				11

May 2018				
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	31	
H				
				23

Jun 2018				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
				21

Insert Employee Name  
Insert Employee Location

**Calendar applicable to 10 month  
Central Services based Occupational  
Therapists working on Track 4 A**

Timesheets for non-exempt staff are for recordkeeping purposes only & may not reflect pay periods.

**Salary is audited for late hire,  
track change, and early  
resignation.**

**Blocked Payroll Schedule**

Ten (10) 21.5 day pay periods  
Divided into 12 wage payments

Period Begins	Period Ends	Pay Dates
07/21/17	08/21/17	07/31/17
08/21/17	09/19/17	08/31/17
09/20/17	11/06/17	09/29/17
11/06/17	12/05/17	10/31/17
12/06/17	01/17/18	11/30/17
01/17/18	02/15/18	12/19/17
02/16/18	03/19/18	01/31/18
03/19/18	05/01/18	02/28/18
05/02/18	05/31/18	03/30/18
05/31/18	06/29/18	04/30/18
		05/31/18
		06/28/18

**Required Workdays**  
For Individual School Use

*\*Calendar / Pay Dates Subject to Change*

<b>Legend:</b>	<span style="background-color: #c8e6c9; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Pay Periods	<span style="background-color: #e0e0e0; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Track Out	<b>A</b> Required Leave	<b>H</b> Holiday	<b>W</b> Workday	<b>ER</b> Early Release	215.0 Workdays
----------------	---	---	-------------------------	------------------	------------------	-------------------------	----------------

\*Non-Certified Staff - Wage payments will not equal actual days worked. Timesheets are for recordkeeping purposes only and may not reflect pay periods.