

YearRound Single Track Calendars 2016 - 2017

Instructional

[Teacher Assistant 93TA](#)

[10 Month Staff](#)

[11 Month Staff](#)

[12 Month Staff](#)

Administrative

[10 Month Assistant Principals](#)

[11 Month Administrative & Clerical Staff](#)

[12 Month Administrative & Clerical Staff](#)

Thursday, January 14, 2016



Single Track 4A
93 TA (excludes Teacher Workdays)
2016 - 2017 Workday Calendar

Jul 2016				
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
				0

Aug 2016				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19 ER
22	23	24	25	26
29	30	31		
				23

Sep 2016				
M	T	W	T	F
			1	2
5	6	7	8	9
H				ER
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30 ER
				22

Oct 2016				
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				
				6

Nov 2016				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18 H
21	22	23	24	25 H H
28	29	30		
				22

Dec 2016				
M	T	W	T	F
			1	2 ER
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23 A H
26	27	28	29	30 H H A A A
				22

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

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

Mar 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
27	28	29	30	31
				18

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

May 2017				
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		
H				
				23

Jun 2017				
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

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.

Payroll Schedule

Annual Salary is divided into 12 wage payments

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

Required Workdays
For Individual School Use

*Calendar / Pay Dates Subject to Change

Legend:	 Pay Periods	 Track Out	A Required Leave	H Holiday	ER Early Release	201.0 Workdays
----------------	---	---	-------------------------	------------------	-------------------------	----------------



Single Track 4A
10 Month Staff - Excludes 93TA
2016 - 2017 Workday Calendar

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 school-based staff, including all Teacher Assistants except the 93TA & 10 Month Assistant Principals

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
07/21/16	08/19/16	07/29/16
08/19/16	09/19/16	08/31/16
09/20/16	11/07/16	09/30/16
11/07/16	12/06/16	10/31/16
12/07/16	01/18/17	11/30/16
01/18/17	02/16/17	12/16/16
02/17/17	03/20/17	01/31/17
03/20/17	05/02/17	02/28/17
05/03/17	06/01/17	03/31/17
06/01/17	06/30/17	04/28/17
		05/31/17
		06/29/17

Required Workdays
For Individual School Use

*Calendar / Pay Dates Subject to Change

Jul 2016				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21 W	22 W
25 W	26 W	27 W	28 W	29 W
				7

Aug 2016				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19 ER
22	23	24	25	26
29	30	31		
				23

Sep 2016				
M	T	W	T	F
			1	2
5	6	7	8	9
H				ER
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30 ER
				22

Oct 2016				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20 W	21 W
24	25	26	27	28
31				
				8

Nov 2016				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18 H
21	22	23	24 H	25 H
28	29	30		
				22

Dec 2016				
M	T	W	T	F
			1	2 ER
5	6	7	8	9
12	13	14	15	16
19	20	21	22 A	23 H
26 H	27 H	28 A	29 A	30 A
				22

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

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

Mar 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
27	28	29	30	31
				18

Apr 2017				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14 H
A	A	A	A	
17	18	19	20	21
W	W	W		
24	25	26	27	28
				15

May 2017				
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		
H				23

Jun 2017				
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

Legend: Pay Periods Track Out A Required Leave H Holiday W Workday ER Early Release 215.0 Workdays



Single Track 4A

11 Month Certified Staff & Teacher Assistants

2016 - 2017 Workday Calendar

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

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

Blocked Payroll Schedule
Elevem (11) 21.5 day pay periods
Divided into 12 wage payments

Period Begins	Period Ends	Pay Dates
07/13/16	08/11/16	07/29/16
08/11/16	09/09/16	08/31/16
09/12/16	10/19/16	09/30/16
10/20/16	11/18/16	10/31/16
11/18/16	12/19/16	11/30/16
12/20/16	01/24/17	12/16/16
01/24/17	02/22/17	01/31/17
02/23/17	03/24/17	02/28/17
03/24/17	05/02/17	03/31/17
05/03/17	06/01/17	04/28/17
06/01/17	06/30/17	05/31/17
		06/29/17

Required Workdays
For Individual School Use

*Calendar / Pay Dates Subject to Change

Jul 2016				
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
W	W	W	W	W
				13

Aug 2016				
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

Sep 2016				
M	T	W	T	F
			1	2
5	6	7	8	9
H				ER
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
				22

Oct 2016				
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				
				14.5

Nov 2016				
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

Dec 2016				
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
H	H	A	A	A
				22

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

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

Mar 2017				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
				22

Apr 2017				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
A	A	A	A	H
17	18	19	20	21
W	W	W		
24	25	26	27	28
				15

May 2017				
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		
H				23

Jun 2017				
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

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



Single Track 4A

12 Month Certified Staff & Teacher Assistants

2016 - 2017 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 (**except the 93% TAs**). Includes 180 student days, 52 additional student contact days, 14 workdays and 12 holidays.

Jul 2016				
M	T	W	T	F
				1
4	5	6	7	8
H				
11	12	13	14	15
18	19	20	21	22
			W	W
25	26	27	28	29
W	W	W	W	W
				21

Aug 2016				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
				ER
22	23	24	25	26
29	30	31		
				23

Sep 2016				
M	T	W	T	F
			1	2
5	6	7	8	9
H				ER
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
				ER
				22

Oct 2016				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
I				
17	18	19	20	21
			W	W
24	25	26	27	28
31				
				21

Nov 2016				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
			H	H
28	29	30		
				22

Dec 2016				
M	T	W	T	F
			1	2
				ER
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
				H
26	27	28	29	30
H	H			
				19

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

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

Mar 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
27	28	29	30	31
				23

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

May 2017				
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		
H				
				23

Jun 2017				
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

Blocked Payroll Schedule

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

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 I Inclement Weather 258.0 Workdays



Single Track 4A 10 Month Assistant Principals 2016 - 2017 Workday Calendar

[Return to Table of Contents](#)



Insert Employee Name
Insert Employee Location

Calendar applicable to 10 Month Assistant Principals Only.

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

Jul 2016				
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
				8

Aug 2016				
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

Sep 2016				
M	T	W	T	F
			1	2
5	6	7	8	9
H				ER
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
				22

Oct 2016				
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				
				8

Nov 2016				
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

Dec 2016				
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

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

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

Mar 2017				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
				18

Apr 2017				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
A	A	A	A	H
17	18	19	20	21
24	25	26	27	28
				15

May 2017				
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

Jun 2017				
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

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

Period Begins	Period Ends	Pay Dates
07/20/16	08/17/16	07/29/16
08/18/16	09/19/16	08/31/16
09/20/16	11/07/16	09/30/16
11/08/16	12/06/16	10/31/16
12/07/16	01/18/17	11/30/16
01/19/17	02/17/17	12/16/16
02/20/17	03/21/17	01/31/17
03/22/17	05/02/17	02/28/17
05/03/17	06/02/17	03/31/17
06/05/17	06/30/17	04/28/17
		05/31/17
		06/29/17

Required Workdays
For Individual School Use

*Calendar / Pay Dates Subject to Change

Legend: Pay Periods Track Out A Required Leave H Holiday ER Early Release 216.0 Workdays



Single Track 4A

11 Month Administrative & Clerical Staff

2016 - 2017 Workday Calendar

[Return to Table of Contents](#)



Jul 2016				
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
				13

Aug 2016				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19 ER
22	23	24	25	26
29	30	31		
				23

Sep 2016				
M	T	W	T	F
			1	2
5	6	7	8	9
H				ER
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30 ER
				22

Oct 2016				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
I				
17	18	19	20	21 ER
24	25	26	27	28
31				
				16

Nov 2016				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18 H
21	22	23	24	25 H H
28	29	30		
				22

Dec 2016				
M	T	W	T	F
			1	2 ER
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23 A H
26	27	28	29	30 A A A
H	H	A	A	A
				22

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

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

Mar 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
27	28	29	30	31
				23

Apr 2017				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14 H
A	A	A	A	
17	18	19	20	21
24	25	26	27	28
				15

May 2017				
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		
H				
				23

Jun 2017				
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

Insert Employee Name
 Insert Employee Location
 Calendar applicable to 11 month school-based administrative, support & clerical staff. Not applicable to Teacher Assistants.

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

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

Blocked Payroll Schedule
 Eleven (11) pay periods
 Divided into 12 wage payments

Period Begins	Period Ends	Pay Dates
07/13/16	08/10/16	07/29/16
08/11/16	09/12/16	08/31/16
09/13/16	10/19/16	09/30/16
10/20/16	11/17/16	10/31/16
11/18/16	12/19/16	11/30/16
12/20/16	01/24/17	12/16/16
01/25/17	02/23/17	01/31/17
02/24/17	03/23/17	02/28/17
03/24/17	05/02/17	03/31/17
05/03/17	05/30/17	04/28/17
05/31/17	06/30/17	05/31/17
		06/29/17

Required Workdays
 For Individual School Use

**Calendar / Pay Dates Subject to Change*

Legend: Pay Periods
 Track Out
A Required Leave
H Holiday
ER Early Release
I Inclement Weather
239.0 Workdays



Single Track 4A

12 Month Administrative & Clerical Staff

2016 - 2017 Workday Calendar

[Return to Table of Contents](#)



Insert Employee Name
Insert Employee Location

Calendar applicable to 12 month school-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.

Payroll Schedule

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

Required Workdays For Individual School Use

**Calendar / Pay Dates Subject to Change*

Jul 2016				
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
				21

Aug 2016				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
				ER
22	23	24	25	26
29	30	31		
				23

Sep 2016				
M	T	W	T	F
			1	2
5	6	7	8	9
H				ER
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
				ER
				22

Oct 2016				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
I				
17	18	19	20	21
				ER
24	25	26	27	28
31				
				21

Nov 2016				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
				H
14	15	16	17	18
21	22	23	24	25
			H	H
28	29	30		
				22

Dec 2016				
M	T	W	T	F
			1	2
				ER
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
				H
26	27	28	29	30
H	H			
				22

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

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

Mar 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
27	28	29	30	31
				23

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

May 2017				
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		
H				
				23

Jun 2017				
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

Legend: Pay Periods Track Out **A** Required Leave **H** Holiday **ER** Early Release **I** Inclement Weather 261.0 Workdays