

## Traditional Calendars 2016 - 2017

### Instructional

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### Administrative

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*Thursday, January 14, 2016*



## Traditional Teacher Assistants (93% TA ONLY) 93TA (excludes teacher workdays) 2016 - 2017 Workday Calendar

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Insert Employee Name  
Insert Employee Location

**Salary is audited for late hire and early termination. Annual Leave is pro-rated.**

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

### Payroll Schedule

Period Begins	Period Ends	Pay Dates
No Check in July		
08/29/16	08/31/16	07/29/16
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	06/15/17	06/29/17

### Required Workdays For Individual School Use

\*Calendar / Pay Dates Subject to Change

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

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		
				3

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

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				
				20

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		
				21

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
				21

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			
				21

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			
				19

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

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
				20

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				22

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
				10

<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	201.0 Workdays
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**Traditional**  
**10 Month Non-Certified Staff - Excludes 93% TA**  
**2016 - 2017 Workday Calendar**

Insert Employee Name  
Insert Employee Location

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

This calendar applies to all 10 Month Non-certified staff including all teacher assistants except the 93 TA.

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
22	23	24	25	26
29	30	31		
				9

Sep 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

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				
				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
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
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			
				22

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
				23

Apr 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
				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		
				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
				11

**Blocked Payroll Schedule**

Period Begins	Period Ends	Pay Dates
No Check in July		<b>07/29/16</b>
08/19/16	08/31/16	<b>08/31/16</b>
09/01/16	09/30/16	<b>09/30/16</b>
10/03/16	10/31/16	<b>10/31/16</b>
11/01/16	11/30/16	<b>11/30/16</b>
12/01/16	12/30/16	<b>12/16/16</b>
01/02/17	01/31/17	<b>01/31/17</b>
02/01/17	02/28/17	<b>02/28/17</b>
03/01/17	03/31/17	<b>03/31/17</b>
04/03/17	04/28/17	<b>04/28/17</b>
05/01/17	05/31/17	<b>05/31/17</b>
06/01/17	06/15/17	<b>06/29/17</b>

**Required Workdays**  
For Individual School Use

\*Calendar / Pay Dates Subject to Change

<b>Legend:</b>	<span style="background-color: #d9ead3; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Pay Periods	<span style="background-color: #f2f2f2; 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	<b>I</b> Inclement Weather	215.0 Workdays
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## Traditional 10 Month Certified Instructional Staff 2016 - 2017 Workday Calendar

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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 certified staff only.

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

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 W
22	23	24	25	26 W
29	30	31		
				9

Sep 2016				
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	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 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 W	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 W	23 H
26	27 H	28 A	29 A	30 A
				22

Jan 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 W
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
27	28	29	30	31 W
				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 W
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
				11

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

**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
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## Traditional 11 Month Instructional Staff 2016 - 2017 Workday Calendar

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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 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
22	23	24	25	26
29	30	31		
				23

Sep 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

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				
				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
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
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			
				22

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
				23

Apr 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
				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		
				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
				18.5

### Blocked Payroll Schedule

Period Begins	Period Ends	Pay Dates
No Check in July		
08/01/16	08/30/16	08/31/16
08/30/16	09/28/16	09/30/16
09/29/16	10/28/16	10/31/16
10/28/16	11/28/16	11/30/16
11/29/16	12/28/16	12/16/16
12/28/16	01/26/17	01/31/17
01/27/17	02/27/17	02/28/17
02/27/17	03/28/17	03/31/17
03/29/17	04/27/17	04/28/17
04/27/17	05/26/17	05/31/17
05/29/17	06/27/17	06/29/17

### 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	236.5 Workdays
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## Traditional - Track CD 10 Month Assistant Principals 2016 - 2017 Workday Calendar

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Insert Employee Name  
Insert Employee Location

**Calendar applicable to 10 Month Assistant Principals ONLY.**  
August pay date begins with a 23 day pay period; coordinating monthly pay periods with DPI.

**Assistant Principals are in a pre-paid employment status.**

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
22	23	24	25	26
29	30	31		
				12

Sep 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

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				
				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
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
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			
				22

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
				23

Apr 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
				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		
				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
				11

Blocked Payroll Schedule		
Period Begins	Period Ends	Pay Dates
No Check in July		<b>07/29/16</b>
08/16/16	09/15/16	<b>08/31/16</b>
09/16/16	10/17/16	<b>09/30/16</b>
10/18/16	11/15/16	<b>10/31/16</b>
11/16/16	12/15/16	<b>11/30/16</b>
12/16/16	01/16/17	<b>12/16/16</b>
01/17/17	02/15/17	<b>01/31/17</b>
02/16/17	03/15/17	<b>02/28/17</b>
03/16/17	04/17/17	<b>03/31/17</b>
04/18/17	05/15/17	<b>04/28/17</b>
05/16/17	06/15/17	<b>05/31/17</b>
No Check in June		<b>06/29/17</b>

**Required Workdays**  
For Individual School Use

\*Calendar / Pay Dates Subject to Change

<b>Legend:</b>	<span style="background-color: #d9e1f2; 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	<b>I</b> Inclement Weather	218.0 Workdays
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## Traditional - Track CA 11 Month Administrative & Clerical Staff 2016 - 2017 Workday Calendar

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Insert Employee Name  
Insert Employee Location

**Calendar applicable to 11 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.

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
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
14	15	16	17	H
21	22	23	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	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				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
27	28	29	30	31
				23

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
				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
	A	A	A	
19	20	21	22	23
26	27	28	29	30
				22

### Payroll Schedule

Period Begins	Period Ends	Pay Dates
No Check in July		<b>07/29/16</b>
08/01/16	08/31/16	<b>08/31/16</b>
09/01/16	09/30/16	<b>09/30/16</b>
10/03/16	10/31/16	<b>10/31/16</b>
11/01/16	11/30/16	<b>11/30/16</b>
12/01/16	12/30/16	<b>12/16/16</b>
01/02/17	01/31/17	<b>01/31/17</b>
02/01/17	02/28/17	<b>02/28/17</b>
03/01/17	03/31/17	<b>03/31/17</b>
04/03/17	04/28/17	<b>04/28/17</b>
05/01/17	05/31/17	<b>05/31/17</b>
06/01/17	06/30/17	<b>06/29/17</b>

### 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	<b>I</b> Inclement Weather	<b>240.0</b> Workdays
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**Traditional - Track CB  
11 Month Assistant Principals  
2016 - 2017 Workday Calendar**

Insert Employee Name  
Insert Employee Location

Default Calendar applicable to Assistant Principals only. May is paid at 23 day rate.

**Blocked Pay Schedule \* may allow some pre-paid wages \* not applicable to Clerical Staff**

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
				20

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
				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
14	15	16	17	H
21	22	23	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	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				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
27	28	29	30	31
				23

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
				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	A	A		
				23

Jun 2017				
M	T	W	T	F
			1	2
			A	
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
				1

Blocked Payroll Schedule

Period Begins	Period Ends	Pay Dates
07/01/16	08/01/16	07/29/16
08/02/16	09/01/16	08/31/16
09/02/16	10/03/16	09/30/16
10/04/16	11/01/16	10/31/16
11/02/16	12/01/16	11/30/16
12/02/16	01/02/17	12/16/16
01/03/17	02/01/17	01/31/17
02/02/17	03/01/17	02/28/17
03/02/17	04/03/17	03/31/17
04/04/17	05/01/17	04/28/17
05/02/17	06/01/17	05/31/17
No Check in June		06/29/17

**Required Workdays**  
For Individual School Use

\*Calendar / Pay Dates Subject to Change

<b>Legend:</b>	<span style="background-color: #d9e1f2; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Pay Periods	<span style="background-color: #cccccc; 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	<b>I</b> Inclement Weather	239.0 Workdays
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**Traditional - Track CC**  
**11 Month Assistant Principals**  
**2016 - 2017 Workday Calendar**

Insert Employee Name  
Insert Employee Location

**Default Calendar applicable to Assistant Principals only. May be paid at 23 day rate.**

**Blocked Pay Schedule allows pre-paid wages \* not applicable to Clerical Staff**

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
				10

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
				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
14	15	16	17	H 18
21	22	23	H 24	H 25
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 30
H 26	H 27	A 28	A 29	A 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				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
27	28	29	30	31
				23

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
				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
	A	A	A	
19	20	21	22	23
26	27	28	29	30
				11

Blocked Payroll Schedule

Period Begins	Period Ends	Pay Dates
07/18/16	08/15/16	07/29/16
08/16/16	09/15/16	08/31/16
09/16/16	10/17/16	09/30/16
10/18/16	11/15/16	10/31/16
11/16/16	12/15/16	11/30/16
12/16/16	01/16/17	12/16/16
01/17/17	02/15/17	01/31/17
02/16/17	03/15/17	02/28/17
03/16/17	04/17/17	03/31/17
04/18/17	05/15/17	04/28/17
05/16/17	06/15/17	05/31/17
No Check in June		06/29/17

**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	<b>I</b> Inclement Weather	239.0 Workdays
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**Traditional - Track CC**  
**11 Month Clerical Support Staff**  
**2016 - 2017 Workday Calendar**

Insert Employee Name  
Insert Employee Location

**Calendar applicable to 11 month school-based clerical support 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
07/18/16	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	06/15/17	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
				10

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
				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
14	15	16	17	H
21	22	23	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	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				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
27	28	29	30	31
				23

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
				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
	A	A	A	
19	20	21	22	23
26	27	28	29	30
				11

<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	<b>I</b> Inclement Weather	239.0 Workdays
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**Traditional**  
**12 Month Administrative & Clerical Staff**  
**2016 - 2017 Workday Calendar**

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	<b>07/29/16</b>
08/01/16	08/31/16	<b>08/31/16</b>
09/01/16	09/30/16	<b>09/30/16</b>
10/03/16	10/31/16	<b>10/31/16</b>
11/01/16	11/30/16	<b>11/30/16</b>
12/01/16	12/30/16	<b>12/16/16</b>
01/02/17	01/31/17	<b>01/31/17</b>
02/01/17	02/28/17	<b>02/28/17</b>
03/01/17	03/31/17	<b>03/31/17</b>
04/03/17	04/28/17	<b>04/28/17</b>
05/01/17	05/31/17	<b>05/31/17</b>
06/01/17	06/30/17	<b>06/29/17</b>

**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
<b>H</b>				
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
22	23	24	25	26
29	30	31		
				23

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

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

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
				23

Apr 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
				<b>H</b>
				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		
<b>H</b>				
				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

<b>Legend:</b>	<span style="background-color: #d9e1f2; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Pay Periods	<span style="background-color: #cccccc; 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	<b>I</b> Inclement Weather	261.0 Workdays
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July / julio 2016

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

August / agosto 2016

M/L	T/M	W/M	T/J	F/V
	1	2	3	4
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
W	W	W	W	W
★	29	30	31	

September / septiembre 2016

M/L	T/M	W/M	T/J	F/V
				1
				2
H	5	6	7	8
				9
	12	13	14	15
	19	20	21	22
	26	27	28	29
				30

October / octubre 2016

M/L	T/M	W/M	T/J	F/V
	3	4	5	6
	10	11	12	13
	17	18	19	20
	24	25	26	27
	31			
W				

November / noviembre 2016

M/L	T/M	W/M	T/J	F/V
		1	2	3
	7	8	9	10
	14	15	16	17
	21	22	23	24
	28	29	30	

December / diciembre 2016

M/L	T/M	W/M	T/J	F/V
				1
				2
	5	6	7	8
	12	13	14	15
	19	20	21	22
	26	27	28	29
H	H	V	V	V

January / enero 2017

M/L	T/M	W/M	T/J	F/V
H	2	3	4	5
	9	10	11	12
H	16	17	18	19
	23	24	25	26
	30	31		

February / febrero 2017

M/L	T/M	W/M	T/J	F/V
			1	2
	6	7	8	9
	13	14	15	16
W	20	21	22	23
	27	28		

March / marzo 2017

M/L	T/M	W/M	T/J	F/V
			1	2
	6	7	8	9
	13	14	15	16
	20	21	22	23
	27	28	29	30
		Q		31

April / abril 2017

M/L	T/M	W/M	T/J	F/V
	3	4	5	6
	10	11	12	13
V	V	V	V	H
	17	18	19	20
	24	25	26	27

May / mayo 2017

M/L	T/M	W/M	T/J	F/V
	1	2	3	4
	8	9	10	11
	15	16	17	18
	22	23	24	25
	29	30	31	

June / junio 2017

M/L	T/M	W/M	T/J	F/V
				1
				2
	5	6	7	8
				9
W	12	V	V	V
	19	20	21	22
	26	27	28	29
				30

**LEGEND / LEYENDA**

- ★ First and last days  
Primer y último días de clase
- H Holiday  
Día Festivo
- W Teacher Workday  
Día de trabajo del maestro
- V Vacation Day  
Día de Vacaciones
- ER Early Release Day  
Día de Salida Temprana
- Q End of Nine Weeks  
El Final de Nueve Semanas
- R Report Card  
Boleta de calificaciones

**Days available for weather make-up in order of utilization /**  
Días disponibles para recuperación de clases por orden de utilización

- 9/30 & 10/21 - Early Release (Salida temprana)
- 10/31
- 10/29 - Saturday, full day (sábado, día completo)
- 11/23
- 12/2 and 1/20 - Early Release (Salida temprana)
- 12/22
- 1/27
- 2/20
- 3/31
- 5/12
- Banked Hours (up to 3 days) (horas acumuladas - hasta 3 días)
- 6/12
- 4/1 - Saturday, full day (sábado, día completo)
- 6/13
- 6/14
- 6/15

In accordance with the NC Calendar Law, if the school district must close schools, the superintendent will update this calendar to provide additional days/time by using early release days as full days, scheduled teacher workdays, Saturdays, banked hours of instruction\*, or scheduled vacation days to meet legal requirements. If Saturdays are used, they will be full instructional days. If all other options are exhausted, holidays may be used for weather make up.

\* Hours accrued by schools over the required 1025 instructional hours.

De acuerdo a lo establecido por la Ley de Calendarios de Carolina del Norte, si el distrito escolar tiene que cerrar las escuelas, el Superintendente actualizará este calendario para proporcionar días/horas adicionales, utilizando los días de salida temprana como días completos, días laborables programados para los maestros, sábados, horas acumuladas de instrucción\*, o días programados de vacaciones para cumplir con los requisitos de ley. Si se utilizan los sábados, estos serán días completos de instrucción. Si se agotan todas las demás opciones, se puede utilizar los días festivos como días de recuperación de clases debido al mal tiempo.

\* Horas acumuladas por las escuelas que exceden las 1025 horas requeridas de instrucción.

**MORE INFORMATION / MÁS INFORMACIÓN**  
[www.wcps.net/calendars](http://www.wcps.net/calendars)