

## Salaried Staff Calendars 2021-2022

**Teachers (1<sup>st</sup> Year Teachers – 196 Days)**

**Teachers (Veterans - 194 .719 37.6)**

**New Teacher Orientation/Staff**

**Development Days:**

August 2; August 3 (.5); November 24;

February 21

**Fall Workshop:** August 4,5,6,9,10

**District Staff Development Days: Fall**

**Workshop, January 17**

**\*Building Staff Development Days/Teacher**

**Workdays:**

Sept 7; Oct 13, 14; Jan 5, 17; Feb 16, 17;

May 26 (.5 Day PM) (One flexible work day over winter break)

**Parent-Teacher Conferences Comp Day:**

October 15, February 18

**Non-work Days:** Labor Day, Thanksgiving

Break, Winter Break, Spring Break, Memorial

Day

**Snow Days:** These will be remote learning

days. Refer to Inclement Weather Website

**Last Day:** May 26 – ½ day for students

### Professional-Technical Salaried Employees

**Occupational & Physical Therapists (192 Days)**

**Community Counselor/Social Worker (209 Days)**

**Pro-Tech Salaried Employees (220 Days), (12 month)**

#### Calendar Parameters for Non-Traditional Certificated and Pro-Tech Salaried Employees

1. Earliest First Contract Day – First workday in August.
2. Latest Last Contract Day – Last workday in July.
3. Work the identified/Scheduled Work Days:
  - a. All Fall Workshop days
  - b. Last week of the school year
  - c. All staff days
  - d. All staff development days
  - e. All parent-teacher conference days, following the school schedule for evening conferences, if applicable.
4. Employee and supervisors discuss work to be done and determine work calendar:
  - a. Employee submits calendar to supervisor for approval prior to **August 4th**
  - b. Supervisor submits approved calendar to Human Resources prior to **August 11th**
5. Schedule additional days with your supervisor:
  - a. Weekends may not be used to meet contract days.
  - b. \*District Holidays are non-contract days and may not be used for additional days.
6. Days you are scheduled to work:
  - a. If an employee is sick on a scheduled work day he/she should use a sick day.
  - b. Employees may not flex scheduled work days for FMLA purposes.

#### 12-Month Salaried Employees

- Snow Days: Report
- Ten Paid Holidays/Vacation Days: 1 year - 15 days; 2 + years – 20 days (Supervisor Approval Required)

**District Holidays:** 9/6/21, 11/25/21, 11/26/21, 12/24/21, 12/27/21, 12/30/21, 12/31/21,