



**ALEXANDRIA CITY PUBLIC SCHOOLS
2011-12 WORK SCHEDULE
K-12 CALENDAR SCHOOLS
AND ALL OTHER LOCATIONS**

200 DAY CONTRACTS: NO PAID HOLIDAYS
215 DAY CONTRACTS: NO PAID HOLIDAYS
240 DAY CONTRACTS: NO PAID HOLIDAYS

Administrative & Administrative Support

MONTH

July 1	240 Day Employees Report
July 4	Independence Day - Holiday - Unpaid Day Off
August 8	215 Day Admin/Admin Support Employees Report
August 23	200 Day Administrative Support Employees Report
September 5	Labor Day - Unpaid Day Off
October 10	Columbus Day - Unpaid Day Off for 200/215
November 11	Veteran's Day - Teacher Work Day - Student Holiday
November 23-25	Thanksgiving Holiday - Unpaid Days Off
December 23 - 30	Winter Break - Unpaid Days Off
January 16	Martin Luther King, Jr - Unpaid Day Off
February 3	Pro. Dev. Day - Student Holiday (or Make-up Day #1)
February 20	Presidents' Day - Unpaid Day Off
April 2-6	Spring Break - Unpaid Days Off
April 20	Pro. Dev. Day - Student Holiday (or Make-up Day #2)
May 28	Memorial Day - Holiday - Unpaid Day Off
June 21 - 22	Snow Make-up Day #3 & 4
June 22	Last Day for 200 Day Admin Support Employees
June 28	Last Day for 215 Day Admin/Admin Support Employees
June 29	Last Day for 240 Day Admin/Admin Support Employees

NUMBER OF WORKING DAYS			
Month	200 Day	215 Day	240 Day*
July	-	-	20
August	7	18	23
September	21	21	21
October	20	20	21
November	19	19	19
December	16	16	16
January	21	21	21
February	20	20	20
March	22	22	22
April	16	16	16
May	22	22	22
June	<u>16</u>	<u>20</u>	<u>21</u>
TOTAL DAYS:	200	215	242

*240 DAY EMPLOYEES ARE ENTITLED TO 2 FLOATING DAYS



**ALEXANDRIA CITY PUBLIC SCHOOLS
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187 DAY CONTRACTS: NO PAID HOLIDAYS

185 DAY CONTRACTS: NO PAID HOLIDAYS

Security Monitors and Cafeteria Hostesses

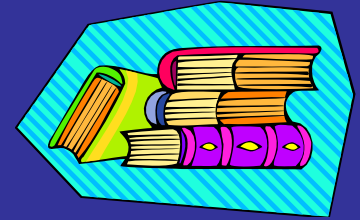
MONTH

September 1	Returning Security Monitors Report to Assigned School
September 5	Labor Day - Unpaid Day Off
September 6	Cafeteria Hostesses Report to Assigned School
October 10	Columbus Day - Unpaid Day Off
November 11	Veteran's Day - Teacher Work Day - Student Holiday - Unpaid Day Off
November 23-25	Thanksgiving Holiday - Unpaid Days Off
December 23 - 30	Winter Break - Unpaid Days Off
January 16	Martin Luther King, Jr - Unpaid Day Off
February 3	Teacher Work Day - Student Holiday (or make-up Day #1) - Unpaid Day Off
February 20	Presidents' Day - Unpaid Day Off
March 9	Teacher Work Day - Student Holiday - Unpaid Day Off
April 2 - 6	Spring Break - Unpaid Days Off
April 20	Teacher Work Day - Student Holiday (or Make-up Day #2) - Unpaid Day Off
May 28	Memorial Day - Unpaid Day Off
June 20	Last Day for Cafeteria Hostesses and Security Monitors
June 21 - 22	Snow Make-up Days

NUMBER OF WORKING DAYS		
MONTH	Cafeteria Hostess	Security Monitor
August	-	-
September	19	21
October	20	20
November	18	18
December	16	16
January	21	21
February	19	19
March	21	21
April	15	15
May	22	22
June	<u>14</u>	<u>14</u>
TOTAL DAYS:	185	187

Security Monitors/Cafeteria Hostesses do not report to work when schools are closed due to weather conditions for students.

**ALEXANDRIA CITY PUBLIC SCHOOLS
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Teachers, Paraprofessionals and Other Support Employees*

MONTH	
August 8	215 Day Employees Report
August 9	210 Day Employees Report
August 12	205 Day Employees Report
August 17	202 Day Employees Report
August 24	200 Day Administrative Support Employees Report
August 24-26	New Teacher Orientation
August 29-31	Teacher Work Days - Professional Development
August 29	194 Day Employees Report - Teachers
August 29	192 Day Employees Report - Paraprofessionals/Library Media Assistants
September 1 - 2	Teacher Work Days - Professional Development
September 5	Labor Day - Unpaid Day Off
October 20 - 21	Secondary Conferences Grades 9-12 - Early Dismissal
November 11	Veteran's Day - Teacher Work Day - Student Holiday - Day Off for Para/Library Media Asst.
November 14 - 15	Middle School Conferences Grades 6-8 - Early Dismissal
November 16 - 18	Elementary School Conferences Grades K-5 - Early Dismissal
November 23 - 25	Thanksgiving Holiday - Unpaid Days Off
December 23 - 31	Winter Break - Unpaid Days Off
January 16	Martin Luther King, Jr - Unpaid Day Off
February 3	Teacher Work Day - Student Holiday (Snow Make-up Day #1)
February 8 - 10	Elementary School Conferences Grades K-5 - Early Dismissal
February 20	Presidents' Day - Unpaid Day Off
March 9	Professional Development - Student Holiday - Day Off for Para/Library Media Asst.
April 2 - 6	Spring Break - Unpaid Days Off
May 20	Professional Development - Student Holiday (Snow Make-up Day #2)
May 28	Memorial Day - Holiday - Unpaid Day Off
June 20	Last Day for Teachers/Paraprofessional Employees
June 20	Last Day for 202/205 Day Employees
June 21 - 22	Snow Make-up Days #3 & #4
June 22	Last Day for 210 Day Employees
June 28	Last Day for 215 Day Employees

**192 DAY CONTRACTS: NO PAID HOLIDAYS
194 DAY CONTRACTS: NO PAID HOLIDAYS
202 DAY CONTRACTS: NO PAID HOLIDAYS
205 DAY CONTRACTS: NO PAID HOLIDAYS
210 DAY CONTRACTS: NO PAID HOLIDAYS
215 DAY CONTRACTS: NO PAID HOLIDAYS
218 DAY CONTRACTS: NO PAID HOLIDAYS**

Month	NUMBER OF WORKING DAYS						
	192 Day	194 Day	202 Day	205 Day	210 Day	215 Day	218 Day
July	-	-	-	-	-	-	-
August	3	3	11	14	17	18	20
September	21	21	21	21	21	21	21
October	20	20	20	20	20	20	20
November	18	19	19	19	19	19	19
December	16	16	16	16	16	16	16
January	21	21	21	21	21	21	21
February	20	20	20	20	20	20	20
March	21	22	22	22	22	22	22
April	16	16	16	16	16	16	16
May	22	22	22	22	22	22	22
June	14	14	14	14	16	20	21
TOTAL DAYS:	192	194	202	205	210	215	218

Teachers and Paraprofessionals do not report to work when schools are closed due to weather conditions for students.

* Includes Library Media Asst, Media Tech. Specialist, Financial Aid Coordinator

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Maintenance/Custodial and 260 Day Transportation Employees

260 DAY CONTRACTS: 249 WORK DAYS & 11 PAID HOLIDAYS

MONTH

July 1	260 Day Employees Report
July 4	Independence Day - Paid Holiday
September 5	Labor Day - Paid Holiday
November 11	Veteran's Day - Work Day
November 23	In Place of Veteran's Day - Paid Holiday
November 24-25	Thanksgiving Holiday - Paid Holiday
December 23 & 26	Winter Break - Paid Holiday
December 30	Winter Break - Paid Holiday
January 16	Martin Luther King, Jr - Paid Holiday
February 20	President's Day - Paid Holiday
May 28	Memorial Day - Paid Holiday
June 29	Last Day for 260 Day Employees

NUMBER OF WORKING DAYS	
MONTH	
July	20
August	23
September	21
October	21
November	19
December	19
January	21
February	20
March	22
April	21
May	22
June	<u>21</u>
TOTAL DAYS:	250*

Paid Holidays:

July 4	Independence Day
September 4	Labor Day
November 23	In Place of Veteran's Day
November 24 & 25	Thanksgiving Holiday
December 23	In Place of New Year's Day
December 26 & 30	Winter Break
January 16	Martin Luther King Day
February 20	President's Day
May 28	Memorial Day

Maintenance and custodial employees will report for work when schools are closed for students due to snow or other weather emergencies (code green and code red days)

* 260 Day employees entitled to 1 floating day.



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School Nutrition Managers and all other School Nutrition Employees

197 DAY CONTRACTS: 190 WORK DAYS & 7 PAID HOLIDAYS
197 DAY CONTRACTS: 187 WORK DAYS & 10 PAID HOLIDAYS
247 DAY CONTRACTS: 240 WORK DAYS & 7 PAID HOLIDAYS

MONTH

July 1	12 Month Drivers & Central Kitchen Manager Report
July 4	Independence Day Holiday - Unpaid day off for 12 month employees
August 29	School Nutrition Managers/197 Day Drivers Report
August 31	Professional Development Day - All Staff Report
September 2	Non-work day for School Nutrition Workers I & II
September 5	Labor Day - Paid Holiday
September 6	School Begins - Students Report
October 10	Columbus Day - Unpaid Holiday
November 11	Veteran's Day - Paid Holiday - Teacher Work Day - Student Holiday
November 23	Thanksgiving Break - Unpaid Day Off
November 24	Thanksgiving Day - Paid Holiday
November 25	Thanksgiving Break - Unpaid for Mgrs./247 Day Drivers
December 23	Winter Break - Paid Holiday for SN Workers
December 23 - 30	Winter Break - See Chart at Right
January 16	Martin Luther King, Jr - Paid Holiday
February 3	Teacher Work Day - Unpaid Day Off (Snow-Make-up Day #1)
February 20	Presidents' Day - Paid Holiday
March 9	Professional Dev. Day - Unpaid Day Off
April 2 - 6	Spring Break - Unpaid Days Off
April 20	Professional Dev. Day - Unpaid Day Off (Snow-Make-up Day #2)
May 28	Memorial Day - Holiday - Paid Holiday
June 20	Last Day of School for Students
June 22	Last Day for SN Managers, SN Workers I/II, 197 Day Driver
June 21 - 22	Snow Make-up Days #3 & #4
June 29	Last Day for Central Kitchen Manager and 247 Day SN Driver

All School Nutrition Staff report to work on snow make-up days only if they are needed.

School Nutrition Managers and School Nutrition Workers I & II do not report for work when schools are closed due to weather conditions for students.

* 247 Day Managers/Driver are entitled to 2 floating days.

Month	Serving Days	NUMBER OF WORKING DAYS		
		School Nutrition		
		Managers/ Driver	Workers I & II	Central Kitchen Mgr./Driver*
		197	197	247
July	-	-	-	20
August	-	3	1	23
September	19	21	20	21
October	20	20	20	21
November	18	18	18	19
December	16	16	16	16
January	21	21	21	21
February	19	19	19	20
March	21	21	21	22
April	15	15	15	16
May	22	22	22	22
June	14	14	14	21
TOTAL DAYS:	185	190	187	242

Paid Holidays		SN Managers/ Drivers	SN Workers I & II	Central Kitchen Mgr./Driver
		197	197	247*
September 5	Labor Day	x	x	x
November 11	Veteran's Day	x	x	x
November 24	Thanksgiving Day	x	x	x
November 25	Thanksgiving Break		x	
December 23	In Place of 1/1/11		x	
December 30	In Place of 1/2 Day Christmas Eve		x	
December 26	Christmas Day	x	x	x
December 30	1/2 Day New Year's Eve		x	
January 16	Martin Luther King Day	x	x	x
February 20	President's Day	x	x	x
May 28	Memorial Day	x	x	x

ALEXANDRIA CITY PUBLIC SCHOOLS

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Bus Drivers/Bus Monitors

MONTH

188 Day Contract: 187 Days & 1 Paid Holiday

187 Day Contract: 186 Days & 1 Paid Holiday

September 1	Bus Drivers Report
September 2	Bus Monitors Report
September 5	Labor Day - Unpaid Day Off
October 10	Columbus Day - Unpaid Day Off
November 11	Veteran's Day - Unpaid Day Off /Teacher Work Day - Student Holiday
November 23-25	Thanksgiving Holiday - Unpaid Days Off
December 23 - 30	Winter Break - Unpaid Days Off
January 16	Martin Luther King, Jr - Paid Holiday
February 3	Professional Dev. Day - Student Holiday - Unpaid Day Off (or Make-up Day #1)
February 20	Presidents' Day - Unpaid Day Off
March 9	Professional Dev. Day - Student Holiday - Unpaid Day Off
April 2 - 6	Spring Break - Unpaid Days Off
April 20	Professional Dev. Day - Student Holiday - Unpaid Day Off (or Make-up Day #2)
May 28	Memorial Day - Unpaid Day Off
June 20	Last Day for Drivers/Monitors
June 21 & 22	Snow Make-up Days #3 & #4

NUMBER OF WORKING DAYS		
MONTH	Bus Monitors	Bus Drivers
August	-	-
September	20	21
October	20	20
November	18	18
December	16	16
January	21	21
February	19	19
March	21	21
April	15	15
May	22	22
June	14	14
TOTAL DAYS:	186	187

In-service Training days will be assigned at the discretion of the Director of Transportation.

Bus Drivers and Bus Monitors do not report to work when schools are closed due to weather conditions for students. Leave forms are not required to be submitted.

Paid Holidays:	
January 17	Martin Luther King Jr. Day