

GSCS Employee Work Calendar 2019/2020

Job Title	# Work Days	Employee Holidays (or scheduled off days)	Flexible Work Hours During Summer	First Day of Work	Last Day of Work
Interpreter (HI)	175	Labor Day 9/2/19 Fall Break 10/4/19 - 10/11/19 Thanksgiving Break 11/25/19 - 11/29/19 Winter Holidays 12/23/19 - 1/6/20 MLK Observance 1/20/20 Mid-Winter Break 2/14/20-2/21/20 Spring Break 4/6/20 - 4/10/20	N/A	8/5/19	5/22/20
Nursing Paraprofessionals	178	Labor Day 9/2/19 Fall Break 10/4/19 - 10/11/19 Thanksgiving Break 11/25/19 - 11/29/19 Winter Holidays 12/23/19 - 1/6/20 MLK Observance 1/20/20 Mid-Winter Break 2/14/20-2/21/20 Spring Break 4/6/20 - 4/10/20	N/A	7/31/19	5/22/20
Bus Monitors	179	Labor Day 9/2/19 Fall Break 10/4/19 - 10/11/19 Thanksgiving Break 11/25/19 - 11/29/19 Winter Holidays 12/23/19 - 1/3/20 MLK Observance 1/20/20 Mid-Winter Break 2/14/20-2/21/20 Spring Break 4/6/20 - 4/10/20	N/A	7/31/19	5/22/20
Bus Drivers	180	Labor Day 9/2/19 Fall Break 10/4/19 - 10/11/19 Thanksgiving Break 11/25/19 - 11/29/19 Winter Holidays 12/23/19 - 1/3/20 MLK Observance 1/20/20 Mid-Winter Break 2/14/20-2/21/20 Spring Break 4/6/20 - 4/10/20	N/A	Training TBA 2nd Day: 7/31/19	5/22/20
Nutrition Assistants	180	OFF: 8/2/19 Labor Day 9/2/19 Fall Break 10/4/19 - 10/11/19 Thanksgiving Break 11/25/19 - 11/29/19 Winter Holidays 12/23/19 - 1/2/20 MLK Observance 1/20/20 Mid-Winter Break 2/14/20-2/21/20 Spring Break 4/6/20 - 4/10/20 Memorial Day 5/25/20	N/A	7/31/19	5/26/20
Assistant Nutrition Managers	182	Labor Day 9/2/19 Fall Break 10/7/19 - 10/11/19 Thanksgiving Break 11/25/19 - 11/29/19 Winter Holidays 12/23/19 - 1/2/20 MLK Observance 1/20/20 Mid-Winter Break 2/14/20-2/21/20 Spring Break 4/6/20 - 4/10/20 Memorial Day 5/25/20	N/A	7/31/19	5/26/20
Paraprofessionals (not PreK)	184	Labor Day 9/2/19 Fall Break 10/7/19 - 10/11/19 Thanksgiving Break 11/25/19 - 11/29/19 Winter Holidays 12/23/19 - 1/2/20 MLK Observance 1/20/20 Mid-Winter Break 2/17/20-2/21/20 Spring Break 4/6/20 - 4/10/20 Memorial Day 5/25/20	N/A	7/31/19	5/27/20

Job Title	# Work Days	Employee Holidays (or scheduled off days)	Flexible Work Hours During Summer	First Day of Work Schedule	Last Day of Work Schedule
Nutrition Managers <i>*Nutrition Warehouse Manager*</i>	185	Labor Day 9/2/19 Fall Break 10/7/19 - 10/11/19 <i>*Fall Break 10/4/19 - 10/11/19*</i> Thanksgiving Break 11/25/19 - 11/29/19 Winter Holidays 12/23/19 - 1/2/20 MLK Observance 1/20/20 Mid-Winter Break 2/17/20-2/21/20 Spring Break 4/6/20 - 4/10/20 Memorial Day 5/25/20	N/A	7/30/19 <i>*7/29/19*</i>	5/27/20 <i>*5/27/20*</i>
School Nurses	185	Labor Day 9/2/19 Fall Break 10/7/19 - 10/11/19 Thanksgiving Break 11/25/19 - 11/29/19 Winter Holidays 12/23/19 - 1/2/20 MLK Observance 1/20/20 Mid-Winter Break 2/17/20-2/21/20 Spring Break 4/6/20 - 4/10/20 Memorial Day 5/25/20	N/A	7/29/19	5/28/20
Transportation Shop Assistant	187	Labor Day 9/2/19 Fall Break 10/7/19 - 10/11/19 Thanksgiving Break 11/25/19 - 11/29/19 Winter Holidays 12/23/19 - 1/2/20 MLK Observance 1/20/20 Mid-Winter Break 2/17/20-2/21/20 Spring Break 4/6/20 - 4/10/20 Memorial Day 5/25/20	N/A	7/26/19	5/26/20
Behavior Specialists, Clerks Communication Aide, Dispatcher, Media Specialists, PreK Paraprofessionals, Psychologists, School Social Workers, Selected Project Aware Clinician, Speech & Language Pathologists, Teachers	190	Labor Day 9/2/19 Fall Break 10/7/19 - 10/11/19 Thanksgiving Break 11/25/19 - 11/29/19 Winter Holidays 12/23/19 - 1/2/20 MLK Observance 1/20/20 Mid-Winter Break 2/17/20-2/21/20 Spring Break 4/6/20 - 4/10/20 Memorial Day 5/25/20	N/A	7/25/19	5/29/20
Elementary Counselors	192	Labor Day 9/2/19 Fall Break 10/7/19 - 10/11/19 Thanksgiving Break 11/25/19 - 11/29/19 Winter Holidays 12/23/19 - 1/2/20 MLK Observance 1/20/20 Mid-Winter Break 2/17/20-2/21/20 Spring Break 4/6/20 - 4/10/20 Memorial Day 5/25/20	N/A	7/24/19	6/1/20
Middle School Counselors	193	Labor Day 9/2/19 Fall Break 10/7/19 - 10/11/19 Thanksgiving Break 11/25/19 - 11/29/19 Winter Holidays 12/23/19 - 1/2/20 MLK Observance 1/20/20 Mid-Winter Break 2/17/20-2/21/20 Spring Break 4/6/20 - 4/10/20 Memorial Day 5/25/20	N/A	7/24/19	6/2/20

Job Title	# Work Days	Employee Holidays (or scheduled off days)	Flexible Work Hours During Summer	First Day	Last Day
High School Counselors Mainstay Coordinators Selected Clerks Selected School Secretaries	200	OFF: 7/19/19 Labor Day 9/2/19 Fall Break 10/7/19 - 10/11/19 Thanksgiving Break 11/25/19 - 11/29/19 Winter Holidays 12/23/19 - 1/2/20 MLK Observance 1/20/20 Mid-Winter Break 2/17/20-2/21/20 Spring Break 4/6/20 - 4/10/20 Memorial Day 5/25/20	<u>Summer 2020</u> 10 hour days from 6/1/20-6/4/20	7/17/19	6/4/20
Nursing Supervisor	205	Labor Day 9/2/19 Fall Break 10/7/19 - 10/8/19 Thanksgiving Break 11/25/19 - 11/29/19 Winter Holidays 12/23/19 - 1/2/20 MLK Observance 1/20/20 Mid-Winter Break 2/17/20 Spring Break 4/6/20 - 4/10/20 Memorial Day 5/25/20	<u>Summer 2019</u> 10 hour days from 7/15/19-7/18/19	7/15/19	5/29/20
Elem & MG APs, Elementary School Secretaries, Family & Community Engagement Specialist, Instructional Technology Coaches, Selected School Clerks, Selected School Secretaries	210	Labor Day 9/2/19 Fall Break 10/7/19 - 10/8/19 Thanksgiving Break 11/25/19 - 11/29/19 Winter Holidays 12/23/19 - 1/2/20 MLK Observance 1/20/20 Mid-Winter Break 2/17/20 Spring Break 4/6/20 - 4/10/20 Memorial Day 5/25/20	<u>Summer 2019</u> 10 hour days from 7/15/19-7/18/19 <u>Summer 2020</u> 10 hour days from 6/1/20-6/4/20	7/15/19	6/4/20
Central Registrars District Athletic Director	210	Labor Day 9/2/19 Fall Break 10/7/19 - 10/11/19 Thanksgiving Break 11/25/19 - 11/29/19 Winter Holidays 12/23/19 - 1/2/20 MLK Observance 1/20/20 Mid-Winter Break 2/17/20 Spring Break 4/6/20 - 4/10/20 Memorial Day 5/25/20	<u>Summer 2019</u> 10 hour days from 7/8/19-7/18/19	7/8/19	6/3/20
Central Office Coordinators, HS APs (not API),	215	Labor Day 9/2/19 Fall Break 10/7/19 - 10/8/19 Thanksgiving Break 11/25/19 - 11/29/19 Winter Holidays 12/23/19 - 1/2/20 MLK Observance 1/20/20 Mid-Winter Break 2/17/20 Spring Break 4/6/20 - 4/10/20 Memorial Day 5/25/20	<u>Summer 2019</u> 10 hour days from 7/15/19-7/18/19 <u>Summer 2020</u> 10 hour days from 6/1/20-6/11/20	7/15/19	6/11/20
High School APs PC Technicians Selected HS Secretaries	220	Labor Day 9/2/19 Fall Break 10/7/19 - 10/8/19 Thanksgiving Break 11/25/19 - 11/29/19 Winter Holidays 12/23/19 - 1/2/20 MLK Observance 1/20/20 Mid-Winter Break 2/17/20 Spring Break 4/6/20 - 4/10/20 Memorial Day 5/25/20	<u>Summer 2019</u> 10 hour days from 7/15/19-7/18/19 <u>Summer 2020</u> 10 hour days from 6/1/20-6/18/20	7/15/19	6/18/20

Bookkeepers, Central Office Administrators, Custodians, Mechanics, Maintenance, Principals, Selected Secretaries	230	Labor Day 9/2/19 Fall Break 10/7/19 - 10/8/19 Thanksgiving Break 11/25/19 - 11/29/19 Winter Holidays 12/23/19 - 1/2/20 MLK Observance 1/20/20 Mid-Winter Break 2/17/20 Spring Break 4/6/20 - 4/10/20 Memorial Day 5/25/20	<u>Summer 2019</u> 10 hour days from 7/8/19-7/18/19 <u>Summer 2020</u> 10 hour days from 6/1/20-6/25/20	7/8/19	6/25/20
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Make up dates (if required)

If student make up days are required, then the order the days will be made up by employees are as follows: 2/21/20, 2/20/20, 2/19/20 ,2/18/20

Requests to Modify Work Schedule (Traded Days) - Only for staff working 192 days or more

- No changes made on student days if employed at the school level
- Requests must be entered in Absence Management (AESOP) in advance; leave is entered for the scheduled work day; employee must sign in Time and Attendance (VeriTime) on day worked
- No trading across fiscal years
- Include specific information regarding the work to be accomplished and the alternative work day in the comment box
- If buildings are closed, these dates are not available for trading purposes

<u>Administrative Symposium Dates:</u> 7/17/19-7/18/19	<u>New Teacher Orientation</u> 7/23/19 (Schools) 7/24/19-7/25/19 (GSCS Learning Center)	<u>School In Session</u> 8/5/2019
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Education Celebration: 7/31/19	Classified Kick Off: 7/31/19	Open House: 8/1/19
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