

GSCS Employee Work Calendar 2020/21

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 9/7/20 Fall Break 10/9/20-10/16/20 Thanksgiving Break 11/23/20-11/27/20 Winter Holidays 12/21/20-1/5/21 MLK Observance 1/18/21 Mid-Winter Break 2/12/21-2/19/21 Spring Break 4/5/21-4/9/21	N/A	8/5/20	5/26/21
Nursing Paraprofessionals	178	Labor Day 9/7/20 Fall Break 10/9/20-10/16/20 Thanksgiving Break 11/23/20-11/27/20 Winter Holidays 12/21/20-1/5/21 MLK Observance 1/18/21 Mid-Winter Break 2/12/21-2/19/21 Spring Break 4/5/21-4/9/21	N/A	7/29/20	5/26/21
Bus Monitors	179	Labor Day 9/7/20 Fall Break 10/9/20-10/16/20 Thanksgiving Break 11/23/20-11/27/20 Winter Holidays 12/21/20-1/4/21 MLK Observance 1/18/21 Mid-Winter Break 2/12/21-2/19/21 Spring Break 4/5/21-4/9/21	N/A	7/29/20	5/26/21
Bus Drivers	180	Labor Day 9/7/20 Fall Break 10/9/20-10/16/20 Thanksgiving Break 11/23/20-11/27/20 Winter Holidays 12/21/20-1/4/21 MLK Observance 1/18/21 Mid-Winter Break 2/12/21-2/19/21 Spring Break 4/5/21-4/9/21	N/A	Training TBA  2nd Day: 7/29/20	5/26/21
Nutrition Assistants	180	OFF: 7/31/20 & 8/3/20 Labor Day 9/7/20 Fall Break 10/9/20-10/16/20 Thanksgiving Break 11/23/20-11/27/20 Winter Holidays 12/21/20-1/4/21 MLK Observance 1/18/21 Mid-Winter Break 2/12/21-2/19/21 Spring Break 4/5/21-4/9/21	N/A	7/29/20	5/27/21
Assistant Nutrition Managers	182	OFF: 7/31/20 Labor Day 9/7/20 Fall Break 10/9/20-10/16/20 Thanksgiving Break 11/23/20-11/27/20 Winter Holidays 12/21/20-1/4/21 MLK Observance 1/18/21 Mid-Winter Break 2/15/21-2/19/21 Spring Break 4/5/21-4/9/21	N/A	7/29/20	5/27/21
Paraprofessionals (not PreK)	184	Labor Day 9/7/20 Fall Break 10/12/20-10/16/20 Thanksgiving Break 11/23/20-11/27/20 Winter Holidays 12/21/20-1/1/21 MLK Observance 1/18/21 Mid-Winter Break 2/15/21-2/19/21 Spring Break 4/5/21-4/9/21	N/A	7/29/20	5/27/21

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 9/7/20 Fall Break 10/9/20-10/16/20 <i>*Fall Break 10/12/20-10/16/20*</i> Thanksgiving Break 11/23/20-11/27/20 Winter Holidays 12/21/20-1/3/21 MLK Observance 1/18/21 Mid-Winter Break 2/15/21-2/19/21 Spring Break 4/5/21-4/9/21	N/A	7/29/20  <i>*7/28/20*</i>	5/28/21  <i>*5/28/21*</i>
School Nurses	185	Labor Day 9/7/20 Fall Break 10/9/20-10/16/20 Thanksgiving Break 11/23/20-11/27/20 Winter Holidays 12/21/20-1/4/21 MLK Observance 1/18/21 Mid-Winter Break 2/12/21-2/19/21 Spring Break 4/5/21-4/9/21 Memorial Day 5/31/21	N/A	7/29/20	6/2/21
Transportation Shop Assistant	187	Labor Day 9/7/20 Fall Break 10/12/20-10/16/20 Thanksgiving Break 11/23/20-11/27/20 Winter Holidays 12/21/20-1/1/21 MLK Observance 1/18/21 Mid-Winter Break 2/15/21-2/19/21 Spring Break 4/5/21-4/9/21 Memorial Day 5/31/21	N/A	7/28/20	5/28/21
Behavior Specialists, Clerks Climate Specialists Communication Aide, Dispatcher Media Specialists, PreK Paraprofessionals, Project Aware Clinicians, Psychologist School Social Workers Speech & Language Pathologists Teachers	190	Labor Day 9/7/20 Fall Break 10/12/20-10/16/20 Thanksgiving Break 11/23/20-11/27/20 Winter Holidays 12/21/20-1/1/21 MLK Observance 1/18/21 Mid-Winter Break 2/15/21-2/19/21 Spring Break 4/5/21-4/9/21 Memorial Day 5/31/21	N/A	7/27/20	6/2/21
Elementary Counselors	192	Labor Day 9/7/20 Fall Break 10/12/20-10/16/20 Thanksgiving Break 11/23/20-11/27/20 Winter Holidays 12/21/20-1/1/21 MLK Observance 1/18/21 Mid-Winter Break 2/15/21-2/19/21 Spring Break 4/5/21-4/9/21 Memorial Day 5/31/21	N/A	7/24/20	6/3/21
Middle School Counselors	193	Labor Day 9/7/20 Fall Break 10/12/20-10/16/20 Thanksgiving Break 11/23/20-11/27/20 Winter Holidays 12/21/20-1/1/21 MLK Observance 1/18/21 Mid-Winter Break 2/15/21-2/19/21 Spring Break 4/5/21-4/9/21 Memorial Day 5/31/21	N/A	7/24/20	6/3/21

Job Title	# Work Days	Employee Holidays (or scheduled off days)	Flexible Work Hours During Summer	First Day	Last Day
High School Counselors Selected Clerks Selected School Secretaries	200	Labor Day 9/7/20 Fall Break 10/12/20-10/16/20 Thanksgiving Break 11/23/20-11/27/20 Winter Holidays 12/21/20-1/1/21 MLK Observance 1/18/21 Mid-Winter Break 2/15/21-2/19/21 Spring Break 4/5/21-4/9/21 Memorial Day 5/31/21	<u>Summer 2020</u> <b>10 hour days from</b> 6/1/20-6/4/20  <u>Summer 2021</u> <b>N/A</b>	7/20/20	6/9/21
Nursing Supervisor Selected Clerks	205	Labor Day 9/7/20 Fall Break 10/12/20-10/16/20 Thanksgiving Break 11/23/20 - 11/27/20 Winter Holidays 12/21/20 - 1/1/21 MLK Observance 1/18/21 Mid-Winter Break 2/15/21-2/19/21 Spring Break 4/5/21 - 4/9/21 Memorial Day 5/31/21	<u>Summer 2020</u> <b>10 hour days from</b> 6/1/20-6/4/20 7/13/20-7/16/20	7/13/20	6/9/21
Elem & MG APs, Elementary School Secretaries, Family & Community Engagement Specialist Instructional Technology Coaches Mainstay Assistant Director Selected School Clerks Selected School Secretaries	210	Labor Day 9/7/20 Fall Break 10/12/20 Thanksgiving Break 11/23/20 - 11/27/20 Winter Holidays 12/21/20 - 1/1/21 MLK Observance 1/18/21 Mid-Winter Break 2/15/21 Spring Break 4/5/21 - 4/9/21 Memorial Day 5/31/21	<u>Summer 2020</u> <b>10 hour days from</b> 6/1/20-6/4/20 7/13/20-7/16/20  <u>Summer 2021</u> <b>10 hour days from</b> <b>N/A</b>	7/13/20	6/4/21
Central Registrars District Athletic Director	210	Labor Day 9/7/20 Fall Break 10/12/20-10/16/20 Thanksgiving Break 11/23/20 - 11/27/20 Winter Holidays 12/21/20 - 1/1/21 MLK Observance 1/18/21 Mid-Winter Break 2/15/21 Spring Break 4/5/21 - 4/9/21 Memorial Day 5/31/21	<u>Summer 2020</u> <b>10 hour days from</b> 7/6/20-7/16/20  <u>Summer 2021</u> <b>N/A</b>	7/6/20	6/3/21
Central Office Coordinators HS APs (not API),	215	Labor Day 9/7/20 Fall Break 10/12/20 Thanksgiving Break 11/23/20 - 11/27/20 Winter Holidays 12/21/20 - 1/1/21 MLK Observance 1/18/21 Mid-Winter Break 2/15/21 Spring Break 4/5/21 - 4/9/21 Memorial Day 5/31/21	<u>Summer 2020</u> <b>10 hour days from</b> 6/1/20-6/11/20 7/13/20-7/16/20  <u>Summer 2021</u> <b>10 hour days from</b> 6/7/21-6/10/21	7/13/20	6/10/21
High School APs PC Technicians Selected HS Secretaries	220	Labor Day 9/7/20 Fall Break 10/12/20 Thanksgiving Break 11/23/20 - 11/27/20 Winter Holidays 12/21/20 - 1/1/21 MLK Observance 1/18/21 Mid-Winter Break 2/15/21 Spring Break 4/5/21 - 4/9/21 Memorial Day 5/31/21	<u>Summer 2020</u> <b>10 hour days from</b> 6/1/20-6/18/20 7/13/20-7/16/20  <u>Summer 2021</u> <b>10 hour days from</b> 6/7/21-6/17/21	7/13/20	6/17/21

Bookkeepers Central Office Administrators Custodians, Mechanics Maintenance, Principals Selected Secretaries	230	Labor Day 9/7/20 Fall Break 10/12/20 Thanksgiving Break 11/23/20 - 11/27/20 Winter Holidays 12/21/20 - 1/1/21 MLK Observance 1/18/21 Mid-Winter Break 2/15/21 Spring Break 4/5/21 - 4/9/21 Memorial Day 5/31/21	<u>Summer 2020</u> 10 hour days from 6/1/20-6/25/20 7/6/20-7/16/20 <u>Summer 2021</u> 10 hour days from 6/7/21-6/24/21	7/6/20	6/24/21
--	-----	--	--	--------	---------

**Make up dates (if required)**

If student make up days are required, then the order the days will be made up by employees are: 2/19/21, 2/18/21, 2/17/21, 2/16/21, 2/15/21

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

- Changes must be approved in advance
- All holidays (with the exception of Winter Holidays) are trading options
- No changes made on student days if employed at the school level; no trades for weekend work dates
- Trades are a whole day for a whole day
- No trading across fiscal years
- 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
- 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> July 15-16, 2020	<u>New Teacher Orientation:</u> July 22-24, 2020	<u>School In Session:</u> August 5, 2020 - May 26, 2021
--	---	---

<u>Education Celebration:</u> July 29, 2020	<u>Open House:</u> 7/30/2020
--	---------------------------------