

GSCS Employee Work Calendar 2018/2019
Revised 4/26/2018

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 9/3/18 Fall Break 10/5/18 - 10/12/18 Thanksgiving Break 11/19/18 - 11/23/18 Winter Holidays 12/21/18 - 1/4/19 MLK Observance 1/21/19 Mid-Winter Break 2/15/19 - 2/22/19 Spring Break 4/1/19 - 4/5/19	N/A	8/6/18	5/24/19
Nursing Paraprofessionals	178	Labor Day 9/3/18 Fall Break 10/5/18 - 10/12/18 Thanksgiving Break 11/19/18 - 11/23/18 Winter Holidays 12/21/18 - 1/4/19 MLK Observance 1/21/19 Mid-Winter Break 2/15/19 - 2/22/19 Spring Break 4/1/19 - 4/5/19	N/A	8/1/18	5/24/19
Bus Monitors	179	Off: 8/3/18 Labor Day 9/3/18 Fall Break 10/8/18 - 10/12/18 Thanksgiving Break 11/19/18 - 11/23/18 Winter Holidays 12/21/18 - 1/4/19 MLK Observance 1/21/19 Mid-Winter Break 2/18/19 - 2/22/19 Spring Break 4/1/19 - 4/5/19	N/A	8/1/18	5/24/19
Bus Drivers	180	Off: 8/3/18 Labor Day 9/3/18 Fall Break 10/8/18 - 10/12/18 Thanksgiving Break 11/19/18 - 11/23/18 Winter Holidays 12/21/18 - 1/4/19 MLK Observance 1/21/19 Mid-Winter Break 2/18/19 - 2/22/19 Spring Break 4/1/19 - 4/5/19	N/A	7/18/18 2nd day: 8/1/18	5/24/19
Nutrition Assistants	180	Labor Day 9/3/18 Fall Break 10/5/18 - 10/12/18 Thanksgiving Break 11/19/18 - 11/23/18 Winter Holidays 12/21/18 - 1/3/19 MLK Observance 1/21/19 Mid-Winter Break 2/15/19 - 2/22/19 Spring Break 4/1/19 - 4/5/19 Memorial Day 5/27/19	N/A	8/1/18	5/28/19
Assistant Nutrition Managers	182	Labor Day 9/3/18 Fall Break 10/5/18 - 10/12/18 Thanksgiving Break 11/19/18 - 11/23/18 Winter Holidays 12/21/18 - 1/2/19 MLK Observance 1/21/19 Mid-Winter Break 2/15/19 - 2/22/19 Spring Break 4/1/19 - 4/5/19 Memorial Day 5/27/19	N/A	7/31/18	5/28/19
Paraprofessionals (not PreK)	184	Off: 8/3/18 Labor Day 9/3/18 Fall Break 10/8/18 - 10/12/18 Thanksgiving Break 11/19/18 - 11/23/18 Winter Holidays 12/21/18 - 1/4/19 MLK Observance 1/21/19 Mid-Winter Break 2/18/19 - 2/22/19 Spring Break 4/1/19 - 4/5/19 Memorial Day 5/27/19	N/A	7/26/18	5/28/19

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 Nutrition Warehouse Manager	185	Labor Day 9/3/18 Fall Break 10/5/18 - 10/12/18 Thanksgiving Break 11/19/18 - 11/23/18 Winter Holidays 12/21/18 - 1/2/19 MLK Observance 1/21/19 Mid-Winter Break 2/15/19 - 2/22/19 Spring Break 4/1/19 - 4/5/19 Memorial Day 5/27/19	N/A	7/16/18 2nd day: 7/30/18	5/29/19
School Nurses	185	Labor Day 9/3/18 Fall Break 10/8/18 - 10/12/18 Thanksgiving Break 11/19/18 - 11/23/18 Winter Holidays 12/21/18 - 1/2/19 MLK Observance 1/21/19 Mid-Winter Break 2/18/19 - 2/22/19 Spring Break 4/1/19 - 4/5/19 Memorial Day 5/27/19	N/A	8/1/18	5/30/19
Transportation Shop Assistant	187	Labor Day 9/3/18 Fall Break 10/8/18 - 10/12/18 Thanksgiving Break 11/19/18 - 11/23/18 Winter Holidays 12/21/18 - 1/3/19 MLK Observance 1/21/19 Mid-Winter Break 2/18/19 - 2/22/19 Spring Break 4/1/19 - 4/5/19 Memorial Day 5/27/19	N/A	7/19/18 2nd day: 7/30/18	5/30/19
Behavior Specialist, Clerks Communication Aide, Dispatcher, Media Specialists, PreK Paraprofessionals, Psychologists, School Social Workers, Selected Project Aware Clinician, Speech & Language Pathologists, Teachers	190	Labor Day 9/3/18 Fall Break 10/8/18 - 10/12/18 Thanksgiving Break 11/19/18 - 11/23/18 Winter Holidays 12/21/18 - 1/2/19 MLK Observance 1/21/19 Mid-Winter Break 2/18/19 - 2/22/19 Spring Break 4/1/19 - 4/5/19 Memorial Day 5/27/19	N/A	7/26/18	5/31/19
Elementary Counselors	192	Labor Day 9/3/18 Fall Break 10/8/18 - 10/12/18 Thanksgiving Break 11/19/18 - 11/23/18 Winter Holidays 12/21/18 - 1/2/19 MLK Observance 1/21/19 Mid-Winter Break 2/18/19 - 2/22/19 Spring Break 4/1/19 - 4/5/19 Memorial Day 5/27/19	N/A	7/25/18	6/3/19
Middle School Counselors	193	Labor Day 9/3/18 Fall Break 10/8/18 - 10/12/18 Thanksgiving Break 11/19/18 - 11/23/18 Winter Holidays 12/21/18 - 1/2/19 MLK Observance 1/21/19 Mid-Winter Break 2/18/19 - 2/22/19 Spring Break 4/1/19 - 4/5/19 Memorial Day 5/27/19	N/A	7/25/18	6/4/19

Job Title	# Work Days	Employee Holidays (or scheduled off days)	Flexible Work Hours During Summer	First Day	Last Day
Curriculum Coordinators High School Counselors Selected Clerks Selected School Secretaries	200	Labor Day 9/3/18 Fall Break 10/8/18 - 10/12/18 Thanksgiving Break 11/19/18 - 11/23/18 Winter Holidays 12/21/18 - 1/2/19 MLK Observance 1/21/19 Mid-Winter Break 2/18/19 - 2/22/19 Spring Break 4/1/19 - 4/5/19 Memorial Day 5/27/19	N/A	7/19/18	6/6/19
Selected School Psychologist	200	Labor Day 9/3/18 Fall Break 10/8/18 - 10/12/18 Thanksgiving Break 11/19/18 - 11/23/18 Winter Holidays 12/21/18 - 1/2/19 MLK Observance 1/21/19 Mid-Winter Break 2/18/19 - 2/20/19 Spring Break 4/1/19 - 4/5/19 Memorial Day 5/27/19	N/A	7/16/18	5/31/19
Nursing Supervisor	205	Labor Day 9/3/18 Fall Break 10/8/18 - 10/12/18 Thanksgiving Break 11/19/18 - 11/23/18 Winter Holidays 12/21/18 - 1/2/19 MLK Observance 1/21/19 Mid-Winter Break 2/18/19 - 2/20/19 Spring Break 4/1/19 - 4/5/19 Memorial Day 5/27/19	<u>Summer 2018</u> N/A <u>Summer 2019</u> 10 hour days from 6/3/19-6/6/19 8 hour days from 6/10/19-6/11/19	7/16/18	6/11/19
Elem & MG APs, Elementary School Secretaries, Family & Community Engagement Specialist, Instructional Technology Coaches, Selected School Clerks, Selected School Secretaries	210	Labor Day 9/3/18 Fall Break 10/8/18 - 10/9/18 Thanksgiving Break 11/19/18 - 11/23/18 Winter Holidays 12/21/18 - 1/2/19 MLK Observance 1/21/19 Mid-Winter Break 2/18/19 Spring Break 4/1/19 - 4/5/19 Memorial Day 5/27/19	<u>Summer 2018</u> N/A <u>Summer 2019</u> 10 hour days from 6/3/19-6/6/19	7/16/18	6/6/19
Central Registrars	210	Labor Day 9/3/18 Fall Break 10/8/18 - 10/12/18 Thanksgiving Break 11/19/18 - 11/23/18 Winter Holidays 12/21/18 - 1/2/19 MLK Observance 1/21/19 Mid-Winter Break 2/18/19 Spring Break 4/1/19 - 4/5/19 Memorial Day 5/27/19	<u>Summer 2018</u> 10 hour days from 7/9/18-7/12/18 <u>Summer 2019</u> N/A	7/9/18	6/5/19
Selected School Psychologist Psych Services Secretary	210	Labor Day 9/3/18 Fall Break 10/8/18 - 10/12/18 Thanksgiving Break 11/19/18 - 11/23/18 Winter Holidays 12/21/18 - 1/2/19 MLK Observance 1/21/19 Mid-Winter Break 2/18/19 - 2/20/19 Spring Break 4/1/19 - 4/5/19 Memorial Day 5/27/19	<u>Summer 2018</u> N/A <u>Summer 2019</u> 10 hour days from 6/3/19-6/13/19	7/16/18	6/13/19

Job Title	# Work Days	Employee Holidays (or scheduled off days)	Flexible Work Hours During Summer	First Day	Last Day
Assessment Data Coordinator, HS APs (not API), PreK/ESOL Coordinator, School Improvement Coordinator Special Ed Coordinator	215	Labor Day 9/3/18 Fall Break 10/8/18 - 10/9/18 Thanksgiving Break 11/19/18 - 11/23/18 Winter Holidays 12/21/18 - 1/2/19 MLK Observance 1/21/19 Mid-Winter Break 2/18/19 Spring Break 4/1/19 - 4/5/19 Memorial Day 5/27/19	Summer 2018 N/A Summer 2019 10 hour days from 6/3/19-6/13/19	7/16/18	6/13/19
High School APIs PC Technicians Selected HS Secretaries	220	Labor Day 9/3/18 Fall Break 10/8/18 - 10/9/18 Thanksgiving Break 11/19/18 - 11/23/18 Winter Holidays 12/21/18 - 1/2/19 MLK Observance 1/21/19 Mid-Winter Break 2/18/19 Spring Break 4/1/19 - 4/5/19 Memorial Day 5/27/19	Summer 2018 N/A Summer 2019 10 hour days from 6/3/19-6/20/19	7/16/18	6/20/19
Bookkeepers, Central Office Administrators, Custodians, Mechanics, Maintenance, Principals, Selected Project Aware Clinician, Selected Secretaries	230	Labor Day 9/3/18 Fall Break 10/8/18 - 10/9/18 Thanksgiving Break 11/19/18 - 11/23/18 Winter Holidays 12/21/18 - 1/2/19 MLK Observance 1/21/19 Mid-Winter Break 2/18/19 Spring Break 4/1/19 - 4/5/19 Memorial Day 5/27/19	Summer 2018 10 hour days from 7/9/18-7/12/18 Summer 2019 10 hour days from 6/3/19-6/27/19	7/9/18	6/27/19

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: 2/22/19, 2/21/19, 2/20/19

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>	<u>New Teacher Orientation</u>	<u>School In Session</u>		
7/19/18 - 7/20/18	7/24/18 - 7/26/18	8/6/18 - 5/24/19		
	7/24 (Schools) & 7/25-7/26 (Learning Center)			
Education Celebration: 8/1/18	Classified Kick Off: 8/1/18	Open House: 8/2/18		
2018-2019 Work Hours		Certified Staff	Buildings	Sub Hours (8)
Locations	Student Hours	Hours (8)	Open	
Elementary Schools	8:00 - 2:50	7:30 - 3:30	7:15	7:30 - 3:30
Middle Schools	8:30 - 4:00	8:15 - 4:15	8:00	8:15 - 4:15
High Schools	7:40 - 3:20	7:30 - 3:30	7:00	7:30 - 3:30
A. Z. Kelsey Achievement	7:30 - 2:00	7:15 - 3:15	7:15	7:15 - 3:15
A. Z. Kelsey Academy	7:30 - 2:55	7:15 - 3:15	7:15	7:15 - 3:15