



## 2022-2023 PERSONNEL CALENDAR

**I. 12 MONTH PERSONNEL** - Principal's offices, Transportation, Maintenance and Central Office will be closed on holidays listed. Any other weekdays during the year are considered regular workdays.

HOLIDAY	OBSERVANCE DATE	DAY OF WEEK
INDEPENDENCE DAY	JULY 4, 2022	MONDAY
LABOR DAY	SEPTEMBER 5, 2022	MONDAY
VETERANS DAY	NOVEMBER 11, 2022	FRIDAY
THANKSGIVING	NOVEMBER 24 & 25, 2022	THURSDAY & FRIDAY
CHRISTMAS	DECEMBER 23, 26 & 27, 2022	FRIDAY, MONDAY, TUESDAY
NEW YEAR'S DAY	JANUARY 2, 2023	MONDAY
MARTIN LUTHER KING JR. DAY	JANUARY 16, 2023	MONDAY
GOOD FRIDAY	APRIL 7, 2023	FRIDAY
MEMORIAL DAY	MAY 29, 2023	MONDAY

### II. TERMS OF EMPLOYMENT: ELEVEN MONTH & TWELVE MONTH TEACHING PERSONNEL

ELEVEN MONTHS	AUGUST 1 - JUNE 30
TWELVE MONTHS	JULY 1 - JUNE 30

- 11-month and 12-month teaching personnel are to follow the 10-month calendar during the school year.
- Vacation requested before and after the 10-month school year must be approved by an immediate supervisor.

### III. VACATION DAYS - Vacation days are earned based on the number of years employed

Years worked	Days per month	Days per year (11 mo.)	Days per year (12 mo.)
Less than 5 years	1.17	12.87	14.04
5 but less than 10 years	1.42	15.62	17.04
10 but less than 15 years	1.67	18.37	20.04
15 but less than 20 years	1.92	21.12	23.04
20 years or more	2.17	23.87	26.04