

HUMAN RESOURCES CALENDAR OF ACTIVITIES

2015-16

		<ul style="list-style-type: none"> Administrative offices: Summer Hours-Reference end of calendar for time and guidelines.
July		
2	Thurs	<ul style="list-style-type: none"> No Special Leave: Oper, Tran, Crafts, Child Care, Food Service Employees covered under the DMEA Secretaries Comprehensive Agreement will be dismissed 30 minutes early*
3	Fri	<ul style="list-style-type: none"> Holiday/Offices Closed
6	Mon	<ul style="list-style-type: none"> No Special Leave: Oper, Tran, Crafts, Child Care, Food Service
August		
3	Mon	<ul style="list-style-type: none"> Year 1, Alternative Contract Teachers Report (201 day contract)/Downtown Calendar Schools 230 day employees (Admin, Teach, Specialists, SILS, Para) begin
3-4	Mon-Tues	<ul style="list-style-type: none"> First-Year Teacher Training/Downtown Calendar Schools
5-6	Wed-Thurs	<ul style="list-style-type: none"> New to District Teacher Training/Downtown Calendar Schools
6	Thurs	<ul style="list-style-type: none"> Year 2, Alternative Contract Teachers Report (197 day contract) /Downtown Calendar Schools
7, 10-11	Fri, Mon-Tues	<ul style="list-style-type: none"> All teachers and associates report/ Downtown Calendar Schools
11	Tues	<ul style="list-style-type: none"> 220 day employees (10 month clerical) begin 210 day employees (9.5 month clerical) begin
12	Wed	<ul style="list-style-type: none"> First day of School-adjusted dismissal time/ Downtown Calendar Schools
13	Thurs	<ul style="list-style-type: none"> Year 1, Alternative Contract Teachers Report (201 day contract)/Edmunds Calendar School
14	Fri	<ul style="list-style-type: none"> Year 1 Alternative Contract Teachers report (201 day contract)/Traditional Calendar Schools
17-18	Mon-Tues	<ul style="list-style-type: none"> First Year Teacher Training/Traditional Calendar Schools & Edmunds Calendar School
19	Wed	<ul style="list-style-type: none"> 205 day specialist begin
19-20	Wed-Thurs	<ul style="list-style-type: none"> New to District Teacher Training/Traditional Calendar Schools & Edmunds Calendar School
20	Thurs	<ul style="list-style-type: none"> Year 2 Alternative Contract Teachers Report (197 day contract)/Traditional Calendar Schools & Edmunds Calendar School
21,24,25	Fri, Mon-Tues	<ul style="list-style-type: none"> All teachers and associates report/Traditional Calendar Schools & Edmunds Calendar School
26	Wed	<ul style="list-style-type: none"> First day of school (Adjusted Dismissal Time) Traditional Calendar Schools & Edmunds Calendar School
Sept		
3	Fri	<ul style="list-style-type: none"> No Special Leave: Oper, Tran, Crafts, Child Care, Food Service, Teachers, and Associates. Employees covered under the DMEA Secretaries Comprehensive Agreement will be dismissed 30 minutes early*
4		<ul style="list-style-type: none"> No School- ATC Year 1 (Work Day)/Downtown Calendar School
7	Mon	<ul style="list-style-type: none"> Holiday/No Classes; Offices Closed
8	Tue	<ul style="list-style-type: none"> No Special Leave; Oper, Tran, Crafts, Child Care, Food Service, Teachers and Associates.

15	Mon	<ul style="list-style-type: none"> Official Transcripts and additional credits for the 2014-15 reclassification must be received in the Human Resources Department by 4:30 pm
Oct		
5-9	Mon-Fri	<ul style="list-style-type: none"> Fall Intercession-No school/Edmunds Calendar School
7	Wed	<ul style="list-style-type: none"> Classes held, 1:30 adjusted dismissal time Student –led Conferences; Teachers on duty 4-8pm for conferences/Downtown Calendar School
8	Thurs	<ul style="list-style-type: none"> No School; Student-led Conferences; Teachers on duty 12:15- 8 pm for conferences/Downtown Calendar School
9	Fri	<ul style="list-style-type: none"> No School, Conference Comp Day/Downtown Calendar School
12-16	Mon-Fri	<ul style="list-style-type: none"> Intercession- No School/Downtown Calendar School
21	Wed	<ul style="list-style-type: none"> Conferences 2:00-8:00 p.m.; Early Dismissal 1:30/ Edmunds Calendar School
22	Thurs	<ul style="list-style-type: none"> Conferences 12:30-8:00 p.m.; 12:00 Dismissal/ Edmunds Calendar School
23	Fri	<ul style="list-style-type: none"> Teacher EQ Development -No classes for students; Associates <u>do not</u> report (all Teachers report) /Traditional, Downtown, & Edmunds Calendar Schools 195 day Paras do not report 210 day employees(9.5 month clerical) do not report 220 day employees (10 month clerical) do no report
Nov		
20,23,24	Fri, Mon, Tues	<ul style="list-style-type: none"> No School/Downtown Calendar School
24	Tues	<ul style="list-style-type: none"> No Special Leave: Teachers and Associates
25	Wed	<ul style="list-style-type: none"> No school for Students, Teachers, & Associates (Fall Conference Comp Day)/Traditional, Downtown, & Edmunds Calendar Schools No Special Leave: Oper, Tran, Crafts, Child Care, Food Service 210 day employees (9.5 month clerical) do not report 220 day employees (10 month clerical) do not report 230 day employees(Admin, Para, Specialist, SILS, Teach) do not report 205 day Spec Deans do not report 195 day Paras do not report Employees covered under the DMEA Secretaries Comprehensive
26-27	Thurs – Fri	<ul style="list-style-type: none"> Holiday/No Classes; Offices Closed
30	Mon	<ul style="list-style-type: none"> No Special Leave: Oper, Tran, Crafts, Child Care, Food Service, Teachers, and Associates.
Dec		
18	Fri	<ul style="list-style-type: none"> No Special Leave: Teachers and Associates/Downtown Calendar School
21-Jan 1	Mon-Fri	<ul style="list-style-type: none"> Winter Break-no classes/Downtown Calendar School
22	Wed.	<ul style="list-style-type: none"> No Special Leave: Teachers and Associates/Traditional and Edmunds Calendar Schools
23 – Jan 1	Wed-Fri	<ul style="list-style-type: none"> Winter Recess - No classes/Traditional & Edmunds Calendar Schools 230 day employees(Admin) do not report 205 day Spec do not report 195 day paras do not report
23	Wed	<ul style="list-style-type: none"> No Special Leave; Oper, Tran, Crafts, Child Care, Food Service

		<ul style="list-style-type: none"> Employees covered under the DMEA Secretaries Comprehensive Agreement will be dismissed 30 minutes early*
24	Thurs	<ul style="list-style-type: none"> Holiday/Offices Closed
25	Fri	<ul style="list-style-type: none"> Holiday/Offices Closed
28	Mon	<ul style="list-style-type: none"> No Special Leave: Oper, Tran, Crafts, Child Care, Food Service
30	Wed	<ul style="list-style-type: none"> No Special Leave: Oper, Tran, Crafts, Child Care, Food Service Employees covered under the DMEA Secretaries Comprehensive Agreement will be dismissed 30 minutes early*
31	Thurs	<ul style="list-style-type: none"> Holiday/Offices Closed
Jan		
1	Fri	<ul style="list-style-type: none"> Holiday/Offices Closed
4	Mon	<ul style="list-style-type: none"> No Special Leave: Oper, Tran, Crafts, Child Care, Food Service No Special Leave Teachers and Associates Classes Resume/All Calendar Schools
15	Fri	<ul style="list-style-type: none"> First semester ends/Traditional, Edmunds Calendar Schools, and Downtown Calendar School No School; ATC Year 1 (Work Day)/ Downtown Calendar School
18	Mon	<ul style="list-style-type: none"> MLK day/No school for Students, Teachers, and Associates/Traditional, Downtown, & Edmunds Calendar Schools 195 day Paras do not report 210 day employees (9.5 month clerical) do not report 220 day employees (10 month clerical) do not report 230 day employees(Admin, Para, Specialist, SILS, Teach) do not report 205 day Spec do not report
19	Tues	<ul style="list-style-type: none"> Start of 2nd semester/Traditional, Edmunds Calendar Schools, and Downtown Calendar School
Feb		
2	Tues	<ul style="list-style-type: none"> Snow Day – Schools closed
12	Fri	<ul style="list-style-type: none"> No School/ Downtown Calendar School
15	Mon	<ul style="list-style-type: none"> Official Transcripts and additional credits for the 2015-16 reclassification must be received in the Human Resources Department by 4:30 pm
15-19	Mon-Fri	<ul style="list-style-type: none"> February Intercession-No School/Downtown Calendar School
March		
9	Wed	<ul style="list-style-type: none"> Conferences 2:00-8:00 p.m. ; Early Dismissal 1:30/Edmunds Calendar School Classes held, 1:30 adjusted dismissal time, Student-led Conferences; Teachers on duty 4-8 pm for conferences/Downtown Calendar School
10	Thurs	<ul style="list-style-type: none"> No Special Leave Teachers and Associates Conferences 12:30-8:00 p.m. 12:00 Dismissal/Edmunds Calendar Schools No School; Student-led Conferences; Teachers on duty 12:15-8 pm for conferences/Downtown Calendar School
11	Fri	<ul style="list-style-type: none"> No school for Students, Teachers and Associates (Spring Conference Comp Day)/Traditional, Edmunds, & Downtown Calendar Schools 230 day employees(Admin, Para, Teach, Specialist, SIL) do not report 195 day Paras do not report

14-18	Mon-Fri	<ul style="list-style-type: none"> • Spring Recess/Traditional, Downtown, & Edmunds Calendar Schools • 230 day employees (Para, Teach, Specialist, SIL) do not report • 205 day Spec do not report • 195 day paras do not report
21	Mon	<ul style="list-style-type: none"> • No Special Leave Teachers and Associates
April		
15	Fri	<ul style="list-style-type: none"> • No School-Professional Development/ Downtown Calendar School
19	Tue	<ul style="list-style-type: none"> • No School for 9th, 10th, & 12th grade students; 11th grade students attend a.m. only for ACT test/Traditional Calendar
20	Wed	<ul style="list-style-type: none"> • No School for 11th graders (9th, 10th, 12th will attend)/ Traditional Calendar Schools
May		
		<ul style="list-style-type: none"> • Ending employment *Reference end of calendar for Technology guidelines
2	Mon	<ul style="list-style-type: none"> • Inclement weather make up day/Edmunds Calendar School
3-6	Tues-Fri	<ul style="list-style-type: none"> • May Intercession-No school/Edmunds Calendar School • Reserved-Inclement weather make-up days/Edmunds Calendar School
6	Fri	<ul style="list-style-type: none"> • No School (Reserved-Inclement weather make up day)/ Downtown Calendar School
9-13	Mon-Fri	<ul style="list-style-type: none"> • Intercession-No School/Downtown Calendar School
24	Tue	<ul style="list-style-type: none"> • Last day to <u>use</u> Special Leave: Teachers and associates (with a 10 day <i>prior notice</i> and building principal approval; signed 495/ Traditional Calendar Schools
25	Wed	<ul style="list-style-type: none"> • Last day of school for 12th grade/Traditional Calendar Schools
27	Fri	<ul style="list-style-type: none"> • No Special Leave: Oper, Tran, Crafts, Child Care, Food Service, Teachers, and Associates. • No School (Reserved- Inclement weather make up day)/ Downtown Calendar School • Employees covered under the DMEA Secretaries Comprehensive Agreement will be dismissed 30 minutes early*
30	Mon	<ul style="list-style-type: none"> • Holiday/Offices Closed
31	Tue	<ul style="list-style-type: none"> • No Special Leave; Oper, Tran, Crafts, Child Care, Food Service, Teachers, and Associates.
June		
		<ul style="list-style-type: none"> • Ending employment *Reference end of calendar for Technology guidelines
2	Thurs	<ul style="list-style-type: none"> • Last day of school for Elem and MS; students dismissed after half day; lunch will be served in Elem (In- service half day for Elem/MS teachers and associates)/Traditional Calendar Schools
3	Fri	<ul style="list-style-type: none"> • Last day of school for HS, no adjusted dismissal. (In service day for Elem & MS teachers and associates)/Traditional Calendar Schools • 210 day employees (9.5 month clerical) last day • 195 day paras last day
3	Fri	<ul style="list-style-type: none"> • Reserved inclement weather make-up day/Traditional Calendar Schools • No School- Professional Development/ Downtown Calendar School
6	Mon	<ul style="list-style-type: none"> • Alternative Contract Teachers Last Day/Traditional Calendar Schools

9	Thur	<ul style="list-style-type: none"> • 205 day specialists last day • No classes-Student-led Conferences/Downtown Calendar School
10	Fri	<ul style="list-style-type: none"> • No School (Reserved- Inclement weather make up days)/ Downtown Calendar School • Last day to <u>use</u> Special Leave: Teachers and associates (with a 10 day <i>prior notice</i> and building principal approval; signed 495/ Edmunds Calendar School
15	Wed	<ul style="list-style-type: none"> • Last day of school; Students dismissed after half day; lunch will be served (In-service half day for teachers and associates)Edmunds Calendar School
17	Fri	<ul style="list-style-type: none"> • Make-up day from February 2, 2016 snow day/ Downtown Calendar School • 220 day employees (10 month clerical) last day • In-service for Elem teachers and associates/ Edmunds Calendar School • Alternative Contract Teachers last day/ Edmunds Calendar School

22	Wed	<ul style="list-style-type: none"> • 230 day employees (Admin, Teach) last day • Last day to <u>use</u> Special Leave: Teachers and associates (with a 10 day <i>prior notice</i> and building principal approval; signed 495/ Downtown Calendar School
23	Thur	<ul style="list-style-type: none"> • 230 day employees (Para, Specialist, SIL) last day
24	Fri	<ul style="list-style-type: none"> • No School (Reserved- Inclement weather make up days)/ Downtown Calendar School
29	Wed	<ul style="list-style-type: none"> • Last day of school, 1:30 dismissal/Downtown Calendar School
30	Fri	<ul style="list-style-type: none"> • In-Service day for Teachers/Associates; Alternative Contract Teachers last day/Downtown Calendar School

* NovaTime instructions for Dept/bldg supervisors:

- Manually put in this information for your staff who clock in and out daily
 - 1.) enter the date
 - 2.) selecting from the drop down “Early out w/pay (#33), entering .5 hrs

Technology note: All staff ending employment will lose building badge access and technology access midnight of your official “last day” worked. Please make arrangements with your building administrator when you need to return for personal belongings and please make arrangements with the technology department ahead of time for any related technology process.

Summer Office Hours:

- **Central Administration Offices will be open from 7:30 AM – 4:30 PM daily.**
- **School offices will be open from 7:30 AM – 3:30 PM throughout the summer with the exception of vacation periods. Office hours will be posted on the school and district websites.**

Employee Work Hours:

- **All employees are expected to work their regular work hours (7.5 or 8.0) without modifications unless using approved available leave.**

02/19/2016