

2018-2019 WORK CALENDAR ~Administrative Assistant Hacker/Jr. High/BMHS 215 Days

July 2018

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

August 2018

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

September 2018

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

October 2018

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	*18	19
22	23	24	25	26
29	30	31		

November 2018

Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

December 2018

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

January 2019

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

February 2019

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	*14	15
18	19	20	21	22
25	26	27	28	

March 2019

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

April 2019

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

May 2019

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

June 2019

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

PD Day/Administrative Assistant Work Day

No work no pay days

Holidays-not paid ~non-work day

Holidays-paid ~ non work day

***PT conference day – Administrative Assistant is scheduled**

To work day and evening on October 18, 2018 & February 14, 2019

Put total hours worked on timesheet (Don't include lunch or dinner break)

PT conf. Days are only counted as 1 work day each. You will get

Compensated for additional hours worked those days.

First day of work –August 1, 2018

Last day of work – June 27, 2019

July	00
August	23
September	19
October	22
November	18
December	15
January	20
February	18
March	16
April	22
May	23
June	19
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