

2020-2021 WORK CALENDAR ~ Administrative Assistant-Elementary 207 Days

July 2020

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

August 2020

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				

September 2020

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		

October 2020

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

November 2020

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				

December 2020

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	

January 2021

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

February 2021

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

March 2021

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		

April 2021

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

May 2021

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				

June 2021

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		

PD Day/Administrative Assistant Work Day

No work no pay days

Holidays-paid ~ non work day

*PT conference day – Administrative Assistant is scheduled to work day and evening on October 22, 2020 & February 11, 2021. Clock out for dinner break and clock back in. Then, clock out at the end of conferences. 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 3, 2020

Last day of work – June 15, 2021

Number of days worked includes paid holidays

- Paid Holidays: Labor Day, Thanksgiving, Christmas, New Year’s, Human Right’s Day, Presidents Day, Memorial Day (If scheduled and still working that day).

July	00
August	21
September	22
October	21
November	17
December	15
January	20
February	19
March	18
April	22
May	21
June	11

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