

2020-2021 WORK CALENDAR ~ Adminstrative Assistant Hacker/Jr. High/BMHS 217 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 for PT conferences. PT conf. Days are only counted as 1 work day each. You will get compensated for additional hours worked those days. Lunch and dinner break are not paid. Clock out at the end of conferences and then add missing record for dinner break.

First day of work –August 3, 2020

Last day of work – June 29, 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	21
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