

2021-2022 WORK CALENDAR Administrative Assistant- ELEMENTARY 207 Days

July 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

August 2021

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			

September 2021

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	

October 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

November 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			

December 2021

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

January 2022

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

February 2022

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				

March 2022

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	

31

April 2022

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

May 2022

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			

June 2022

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	

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 21, 2021 & February 17, 2022 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.

Click out at the end of conferences and then add missing record for dinner break.

First day of work – August 2, 2021

Last day of work – June 14, 2022

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	22
September	22
October	20
November	18
December	14
January	21
February	19
March	18
April	21
May	22
June	10
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