

**TRADITIONAL CALENDAR – DAYS OF SERVICE
SUPPORT PERSONNEL
2017-2018 SCHOOL YEAR**

<u>CAL TYPE</u>	<u>EMP TYPE</u>	<u>DAYS OF SERVICE</u>	<u>MONTHS/DAYS OF SERVICE</u>			<u>POSITIONS</u>
12	D,C L,O	07/03/17 – 06/29/18 (contract) 07/03/17 – 06/29/18 (hourly)	12	254 Paid Days 243 Work 5 Holidays 6 Annual Lv Days		Administrators, EAP, Clerical, Custodial, Maintenance, Warehouse
11	LH	07/10/17 – 06/28/18	11	238 Paid Days 228 Work 4 Holidays 6 Annual Lv Days		School Office Clerks (11M)
C7	C	07/05/17 – 05/24/18	11	218 Paid Days		11 M Cert Beh Analyst-Early St
C8	C	08/07/17 – 06/27/18		211 Work 4 Holidays 3 Annual Lv Days		11 M Cert Beh Analyst-Later St
CQ	C	07/12/17 – 05/25/18	10	216 Paid Days		Child Care Coordinators
CQ	LD5	07/12/17 – 05/25/18		206 Work 4 Holidays 6 Annual Lv Days		Intern Coordinators Cntr Supv HeadStart
10	L	07/25/17 – 06/07/18	10	216 Paid Days 206 Work 4 Holidays 6 Annual Lv Days		School Office Clerks (10M)
O1	O	July 10, 11, 12 2017 Pre Work 07/17/17-05/25/18	10	216 Paid Days 206 Work 4 Holidays 6 Annual Lv Days		Cafeteria Managers Food Service Intern
NK	N M	08/07/17 – 05/23/18	9	193 Paid Days 183 Work 4 Holidays 6 Annual Lv Days		Instructional Assistants & PCAS Media Assistants School Office Clerks (9M) Campus Monitors
N7	N	08/02/17 – 05/24/18	9	200 Paid Days 190 Work 4 Holidays 6 Annual Lv Days		Group Leaders
OK	O	08/07/17 – 05/24/18	9	194 Paid Days 184 Work 4 Holidays 6 Annual Lv Days		Food Service Workers
RG	R	08/07/17 – 05/23/18	9	193 Paid Days 183 Work 4 Holidays 6 Annual Lv Days		Bus Drivers

Work calendars for all employees may be accessed in the Cross Pointe system on the H138 panel Calendar Definitions. The calendar type code for the individual employee type must be entered in the space after CAL then enter the month and the year. Once these 3 entries are made the work calendar and the employee description will show on the panel. The workdays are numbered beside the day of the month. Holidays are indicated with an 'H'. Non-working days are indicated with an 'N'. The days of service for each position begins with the number of paid days in the established work year and is in descending order with the last day of service numbered as one (1).