

Manchester City Schools
2010-11 Work Calendar
Full-Time 11 Month Classified - 11 Month School Secretaries - Special Education Secretary (Hired before 7/1/2006)
Approved 03/01/2010

July					0
M	T	W	T	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	24th WECARE
26	27	28	29	30	

January					20
M	T	W	T	F	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
31					

August					22
M	T	W	T	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

February					19
M	T	W	T	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28					

September					20
M	T	W	T	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30		

March					19
M	T	W	T	F	
	1	2	3	4	
7	8	9	10	11	Pre-School Screening Sat. March 12
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		

October					14
M	T	W	T	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	28th Parent/Teacher Conference

April					19
M	T	W	T	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

November					19
M	T	W	T	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30				

May					21
M	T	W	T	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

December					13
M	T	W	T	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	

June					22
M	T	W	T	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30		

11 Months Per Year
 7 1/2 Hours Per Day

240 Paid Days

208 Work Days (Clear Days)

1 Parent Conference (3:00 - 9:00 pm Oct 28)

31 Paid Holidays (Sept. 6, 24; Oct 8-15, Nov. 24-26; Dec 20-31, Jan 17; Feb. 21; Mar 28-31; April 1, 22; May 31)

240 Paid Days

Non-Work Days

Individuals will earn 8 vacation days which must be requested in advance and approved by the immediate supervisor. Vacation days earned this year must be used prior to Jan. 1, 2012 and may not be accumulated

* If hired after 07/01/2006 the individual(s) will earn zero (0) vacation days. Board Policy 5.310

Individuals will report to work when schools are closed due to inclement weather.