

# 2024/2025 SCHOOL CALENDAR

Print Name: \_\_\_\_\_

Employees with extended days: **240 total days, 260 fixed calendar**

Position: \_\_\_\_\_

Number of Days: \_\_\_\_\_ Hours: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Location: \_\_\_\_\_

**Note for non-exempt employees: If you are contracted for 7 hours, there should be 7.5 hours from start time to end time to allow for a 30 minute lunch. If your lunch break is an hour in length, your start time to end time should reflect a 1-hour lunch.**

Please indicate the days you plan to work in 2024-2025. Paid leave (sick, personal, vacation) should be counted as a day worked. Everyone is expected to work opening and closing day. You receive eight (8) holidays shaded yellow. You also receive shut down days noted by OFF/SHUT DOWN. X's + 8 holidays + OFF/SHUT DOWN should total the number of days required for your contracted position. All district offices are closed on days marked and should not be included in your count. Please complete and submit to your supervisor for approval signature and record retention. You are required to keep a copy for your records. If changes are made during the year, please submit a revised calendar showing changes and retain a copy for your records. For example, if you plan to work and then take a paid leave day, you're not required to resubmit as this is already considered a day worked. If you plan to work, but don't, and do not take a paid leave day, you will need to submit an updated calendar. This should be completed by **Friday, May 24, 2024**. **\*\*\*For 260 day employees, this is your working calendar. You are not expected to submit a marked copy to your supervisor. For Fiscal Year 2025 (July 1, 2024 thru June 30, 2025) there are 261 days in the calendar year. SCPS employees on a 260 day calendar will have one additional day they will not be working. That day is July 5, 2024. It is marked 'Off, Unpaid' on the calendar.**

July-2024				
M	T	W	R	F
1	2	3	H	Off, Unpaid
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

August-2024				
M	T	W	R	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

September-2024				
M	T	W	R	F
H	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

October-2024				
M	T	W	R	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

MONTHS	POSSIBLE	MONTHS	WORKED
JULY:	22	JULY:	
AUGUST:	22	AUGUST:	
SEPTEMBER:	21	SEPTEMBER:	
OCTOBER:	23	OCTOBER:	
<b>TOTAL:</b>	<b>88</b>	<b>TOTAL:</b>	

November-2024				
M	T	W	R	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	H	OFF

December-2024				
M	T	W	R	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	OFF	H	SHUT DOWN	SHUT DOWN
SHUT DOWN	OFF			

January-2025				
M	T	W	R	F
		H	2	3
6	7	8	9	10
13	14	15	16	17
H	21	22	23	24
27	28	29	30	31

February-2025				
M	T	W	R	F
3	4	5	6	7
10	11	12	13	14
H	18	19	20	21
24	25	26	27	28

MONTHS	POSSIBLE	MONTHS	WORKED
NOVEMBER:	21	NOVEMBER:	
DECEMBER:	22	DECEMBER:	
JANUARY:	23	JANUARY:	
FEBRUARY:	20	FEBRUARY:	
<b>TOTAL:</b>	<b>86</b>	<b>TOTAL:</b>	

March-2025				
M	T	W	R	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

April-2025				
M	T	W	R	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

May-2025				
M	T	W	R	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
H	27	28	29	30

June-2025				
M	T	W	R	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

MONTHS	POSSIBLE	MONTHS	WORKED
MARCH:	21	MARCH:	
APRIL:	22	APRIL:	
MAY:	22	MAY:	
JUNE:	21	JUNE:	
<b>TOTAL:</b>	<b>86</b>	<b>TOTAL:</b>	
<b>TOTAL DAYS:</b>	<b>260</b>	<b>TOTAL DAYS:</b>	

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

**\*If you would like to complete the calendar without printing, open the calendar as a PDF. After opening the PDF, highlight the days you plan to work in green using the highlight tool. Use the text tool to add the requested information at the top and the totals in the appropriate columns on the far right. Use the draw tool to sign and submit via email to your supervisor.**