# 2018-2019 Employee Calendar

## July 2018
- **4** Independence Day holiday for all 12-month employees (All schools and offices closed)

## August 2018
- **New teacher orientation**
- **16** OPTIONAL OR REQUIRED workday (school use)
- **17** OPTIONAL OR REQUIRED workday (school use)
- **20** REQUIRED Central Office in-service workday (elementary and secondary)
- **21** REQUIRED Central Office in-service workday (elementary and secondary)
- **23** OPTIONAL OR REQUIRED workday (school use)
- **24** OPTIONAL OR REQUIRED workday (school use)
- **27** First day for students

## September 2018
- **3** Labor Day holiday (All schools and offices closed)
- **12** Early release day
- **19** OPTIONAL OR REQUIRED workday (school use)
- **27-28** Mid-quarter progress reports distributed

## October 2018
- **30** First quarter ends (45 days)
- **31** OPTIONAL OR REQUIRED workday (school use)

## November 2018
- **1** Second quarter begins
- **9** Report cards distributed
- **12** Veterans Day holiday (All schools and offices closed)
- **21** Annual leave (Central offices open; schools closed)
- **22-23** Thanksgiving Holiday (All schools and offices closed)

## December 2018
- **5** Early release day
- **5-6** Mid-quarter progress reports distributed
- **19** OPTIONAL teacher workday
- **20-21** Annual leave (Central offices open; schools closed)
- **24-25** Winter Break holiday (All schools and offices closed)
- **26-28** Annual leave (Central offices open; schools closed)
- **31** Holiday (All schools and offices closed)

## January 2019
- **1** New Year’s holiday (All schools and offices closed)
- **2** OPTIONAL teacher workday
- **9** Early Release Day
- **18** Second quarter ends (42 days)
- **21** Martin Luther King, Jr. holiday (All schools and offices closed)
- **22** Third quarter begins

## February 2019
- **1** Report cards distributed
- **18** REQUIRED Central Office in-service workday (elementary and secondary)
- **25-26** Mid-quarter progress reports distributed

## March 2019
- **13** Early release day
- **28** Third quarter ends (46 days)
- **29** OPTIONAL OR REQUIRED workday (school use)

## April 2019
- **1** Fourth quarter begins
- **12** Report cards distributed
- **15-18** Spring Break/annual leave (Central offices open; schools closed)
- **19** Holiday (All schools and offices closed)

## May 2019
- **7-8** Mid-quarter progress reports distributed
- **27** Memorial Day holiday (All schools and offices closed)

## June 2019
- **7** Last day for students; fourth quarter ends (44 days);
  Report cards distributed
- **10-12** OPTIONAL OR REQUIRED workday (school use)

### Make-up Days:
- **9/12, 12/5, 1/9, 3/13**

### Legend:
- **17** Workdays
- **10** Annual leave days
- **11** Holidays
- **Quarter ends**
- **4** Early Release Days
- **9/12, 12/5, 1/9, 3/13**
- **177** School days
- **215** Total days

July 4th is a holiday for 12-month employees only
Purpose and Use of Workdays
Two workdays for elementary and two workdays for secondary schools are designated by the Charlotte-Mecklenburg Board of Education as required. Of the remaining 12 days, two must be optional. The remaining 10 days may be designated as optional or required for school use. Principals must work with the school leadership team (SLT) to designate the use for these days. Days may be scheduled and planned for different purposes, for different personnel and there is no requirement to schedule the same date for all personnel. Staff should receive this information prior to school opening.

Severe Weather Procedures Overview
CMS now has the option of operating with a two-hour delay. The two-hour delay is a transportation option that affects bus drivers and students. Schools will open two hours later; the ending bell schedules do not change. All employees, except bus drivers, will report to work at the usual time. Each principal will develop a modified bell schedule that begins two hours later than normal and ends at the regularly scheduled time.
In the event that schools do not open during severe weather, make-up days for students and staff are built into the school calendar. The days are listed as either optional teacher workdays, holidays or required annual leave days. When we use one of these days because of severe weather, we will announce that via CMS website, Intranet, email, Connect 5, Facebook and Twitter. All announcements will be made by 5:30 a.m.

ANNUAL LEAVE ACCRUAL

<table>
<thead>
<tr>
<th>Years of State Service</th>
<th>Monthly Accrual</th>
<th>Standard Position Daily Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8 hours per day</td>
<td>7.5 hours per day</td>
</tr>
<tr>
<td>Less than 5 years</td>
<td>1.17 days</td>
<td>9.36 hours</td>
</tr>
<tr>
<td>5 but less than 10 years</td>
<td>1.42 days</td>
<td>11.36 hours</td>
</tr>
<tr>
<td>10 but less than 15 years</td>
<td>1.67 days</td>
<td>13.36 hours</td>
</tr>
<tr>
<td>15 but less than 20 years</td>
<td>1.92 days</td>
<td>15.36 hours</td>
</tr>
<tr>
<td>20 years or more</td>
<td>2.17 days</td>
<td>17.36 hours</td>
</tr>
</tbody>
</table>

*Note: Ten annual leave days are built into the calendar each year.

SICK LEAVE ACCRUAL

<table>
<thead>
<tr>
<th>Monthly Accrual</th>
<th>Standard Position Daily Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 hours per day</td>
<td>7.5 hours per day</td>
</tr>
<tr>
<td>1 day</td>
<td>8 hours</td>
</tr>
</tbody>
</table>

PERSONAL LEAVE ACCRUAL

<table>
<thead>
<tr>
<th>Position</th>
<th>Monthly Accrual</th>
<th>Standard Position Daily Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teachers</td>
<td>.20 days</td>
<td>1.6 hours</td>
</tr>
<tr>
<td>EC Assistants and Pre-K Assistants</td>
<td>.20 days</td>
<td>1.6 hours</td>
</tr>
</tbody>
</table>

EMPLOYEE HOLIDAYS

<table>
<thead>
<tr>
<th>Date</th>
<th>Holiday Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 4</td>
<td>Independence Day (12-month employees)</td>
</tr>
<tr>
<td>September 3</td>
<td>Labor Day</td>
</tr>
<tr>
<td>November 12</td>
<td>Veterans Day</td>
</tr>
<tr>
<td>November 22-23</td>
<td>Thanksgiving Break</td>
</tr>
<tr>
<td>December 24, 25, 31</td>
<td>Winter Break</td>
</tr>
<tr>
<td>January 1</td>
<td>New Year’s holiday</td>
</tr>
<tr>
<td>January 21</td>
<td>Martin Luther King, Jr. Day</td>
</tr>
<tr>
<td>April 19</td>
<td>Spring Break holiday</td>
</tr>
<tr>
<td>May 27</td>
<td>Memorial Day</td>
</tr>
</tbody>
</table>

1ST QUARTER – 45 days
Begins: August 27
Ends: October 30

2ND QUARTER – 42 days
Begins: November 1
Ends: January 18

3RD QUARTER – 46 days
Begins: January 23
Ends: March 28

4TH QUARTER – 44 days
Begins: April 1
Ends: June 7

In compliance with federal law, Charlotte-Mecklenburg Schools administers all educational programs, employment activities and admissions without discrimination against any person on the basis of gender, race, color, religion, national origin, age or disability.