



REVISED

CUSTODIAN & MAINTENANCE CALENDER 2018-2019

Number of Paid Workdays

260 total paid days (includes paid holidays)

Beginning and Ending Dates

September 1, 2018

August 31, 2019

Paid Holidays

DATES	HOLIDAYS	NUMBER OF PAID HOLIDAYS
September 3, 2018	Labor Day	1
November 22-23, 2018	Thanksgiving	2
December 24-January 1, 2019	Winter Break	7
January 21, 2019	Martin Luther King	1
April 19, 2019, April 22, 2019	(Good Friday) Easter	2
May 27, 2019	Memorial Day	1
July 4, 2019	Independence Day	1
Total Paid Holidays		15

SPECIAL NOTICES

The two checks received in August 2018 are from the 2017-2018 school year.

Absences keyed for the September 15th paycheck are absences from the last two weeks in August.

New year state and local days are effective September 1, 2018.

New year salary adjustments are paid on the September 15th paycheck.

Each employee is responsible for scanning in and out of Kronos timekeeping. All regular and overtime hours are calculated based upon employee's scan in and out times.