



TRANSPORTATION CALENDAR 2018-2019

Number of Paid Workdays

180 total paid days

Beginning and Ending Dates

August 1, 2018

May 22, 2019

***NON WORK DAYS 8/2/18 AND 8/3/18**

OFF DAYS – NO PAY

DATE	HOLIDAY (OFF-DAY)
September 3, 2018	Labor Day
October 5, 2018	Professional Development
November 19 - 23, 2018	Thanksgiving
December 20, 2018 – January 4, 2019	Winter Break
January 21, 2019	Martin Luther King Holiday
February 5, 2019	TET/Comp Day/Student Holiday
February 25, 2019	Professional Development
March 11 – March 15, 2019	Spring Break
April 19, 2019	(Good Friday) Easter Holiday
April 22, 2019	Staff/Student Holiday

SPECIAL NOTICES

Days worked prior to August 16, 2018 will be paid as additional hours on August 31st paycheck.

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

ALL ADDITIONAL HOURS WORKED MUST BE SCANNED THROUGH THE KRONOS TIME KEEPING SYSTEM. THIS IS THE ONLY WAY THESE HOURS WILL BE PAID.

New state and local sick leave days for the 2018-2019 school year will be effective September 1, 2018.

New available sick days for the 2018-2019 school year will be added to your September 14th paycheck. All absences in August will be posted against the September 15th paycheck.

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

ALL OVERTIME SHOULD BE INPUT BY THE SECOND DAY AFTER THE PAY PERIOD ENDS.