

# 2009-2010 Employee Calendar

JULY 2009						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2009						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2009						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2009						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2009						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2009						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2010						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2010						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2010						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2010						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2010						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2010						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## July 2009

- 3 Independence Day Holiday for all 12-month employees (All schools and offices closed)

## August 2009

- 12, 13 and 17 New teacher induction
- 18 *OPTIONAL OR REQUIRED* Teacher Workday (School use)
- 19 *REQUIRED FOR ELEMENTARY* Teacher Workday (Central office use) *OPTIONAL OR REQUIRED FOR SECONDARY* Teacher Workday (School use)
- 20 *REQUIRED FOR SECONDARY* Teacher Workday (Central office use) *OPTIONAL OR REQUIRED FOR ELEMENTARY* Teacher Workday (School use; Central office use)
- 21 *OPTIONAL OR REQUIRED* Teacher Workday (Professional organizations until 11:00 am; 11:00 am – 3:00 pm, CMS Wellness Fair)
- 24 *OPTIONAL OR REQUIRED Protected* Teacher Workday (School use for administrative and instructional duties)
- 25 First day for students; First quarter begins

## September 2009

- 7 Labor Day Holiday (All schools and offices closed)
- 28 *OPTIONAL OR REQUIRED* Teacher Workday (School use)
- 29 – 30 Mid-quarter progress reports distributed

## October 2009

- 28 First quarter ends (45 days)
- 29 *OPTIONAL OR REQUIRED* Teacher Workday (School use for administrative and instructional duties); Parent conferences; Report cards distributed: elementary
- 30 *OPTIONAL OR REQUIRED Protected* Teacher Workday (School use); Parent conferences; Report cards distributed: elementary

## November 2009

- 2 Second quarter begins
- 10 Report cards distributed: secondary
- 11 Veterans Day Holiday (All schools and offices closed)
- 25 – 27 Thanksgiving Break Holiday (All schools and offices closed)

## December 2009

- 8 – 9 Mid-quarter progress reports distributed
- 21 – 22 *OPTIONAL OR REQUIRED* Teacher Workday (Protected for school use)
- 23 Annual leave day
- 24 – 25 Winter Break Holiday (All schools and offices closed)
- 28 – 31 Annual leave days (Winter Break) (Central offices open; schools closed)

## January 2010

- 1 New Year's Day Holiday (All schools and offices closed)
- 18 Martin Luther King, Jr. Holiday (All schools and offices closed)
- 22 Second quarter ends (45 days)
- 25 *OPTIONAL OR REQUIRED Protected* Teacher Workday (School use for administrative and instructional duties)
- 26 Third quarter begins

## February 2010

- 4 Report cards distributed
- 15 *REQUIRED* Teacher Workday (Central office in-service use)

## March 2010

- 1 – 2 Mid-quarter progress reports distributed

## April 2010

- 1 Third quarter ends (47 days)
- 2 *OPTIONAL OR REQUIRED- Protected* Teacher Workday (School use for administrative and instructional duties)
- 5 Spring Break Holiday (All schools and offices closed)
- 6 – 9 Annual leave days (Spring Break) (Central offices open; schools closed)
- 12 Fourth quarter begins
- 22 Report cards distributed

## May 2010

- 10 – 11 Mid-quarter progress reports distributed
- 31 Annual leave day

## June 2010

- 10 Last day for students; fourth quarter ends (43 days); Report cards distributed: elementary
- 11 *OPTIONAL OR REQUIRED Protected* Teacher Workday (School use for administrative and instructional duties)
- 12 – 15 Graduation dates
- 14 *OPTIONAL OR REQUIRED* Teacher Workday (School use)
- 18 Report cards distributed: secondary

## Make-Up Days:

- 1. Sept. 28
- 2. Oct. 29
- 3. Nov. 25
- 4. Dec. 21
- 5. Dec. 22
- 6. Jan. 18
- 7. Feb. 15
- 8. May 31
- 9. April 2
- 10. April 9
- 11. April 8
- 12. April 7

## Legend:

- 10 Workdays ▲
- 5 **Protected** workdays ▲
- 10 Annual leave days ●
- 10 Holidays ■
- Quarter ends Q
- 180 School days
- 215 Total days

(Days will be used in the order shown.)

## Purpose and Use of Workdays

Two workdays for elementary schools and two workdays for secondary schools are required. At least seven days must be optional workdays. Principals may designate up to six days of the remaining days as required. Working with the school improvement team, principals must determine the purpose for each day. Days may be scheduled and planned for different purposes for different personnel. There is no requirement to schedule the same dates for all personnel.

## Inclement Weather Procedures Overview

Each year, **make-up days** for students and staff are built into the school calendar. The days are listed as either optional teacher workdays or required annual leave days. Media announcements (television and radio stations, CMS TV, and CMS Web site [www.cms.k12.nc.us](http://www.cms.k12.nc.us)) will also indicate the type of day. All announcements will be made by 5:30 a.m.

### The following codes will be used:

#### CODE A: Optional Teacher Workday

■ **All 11- and 12-month employees** will report to work, use annual leave, use personal leave (teachers) or take the day without pay. Eleven and twelve-month employees do not have a make-up option.

■ **10-month employees** (i.e., teachers, teacher assistants, 10-month secretaries, etc.) choose one of the following five options:

- ✓ Report to work.
- ✓ Use annual leave.
- ✓ Use personal leave (teachers).
- ✓ Take the day without pay.
- ✓ Make up the time on specified make-up days only. (The specified make-up days are scheduled annually and usually occur within the first five days following the end of the teacher calendar. Employees should not select the make-up option unless they can commit to work on the specified make-up days. Employees who select the make-up option and do not work will be charged for a day without pay and will not be able to use sick leave or annual leave.)

■ **Nine-month employees** with available annual leave may take an annual leave day. All other nine-month employees will take the day without pay.

#### CODE B: Required Annual Leave Day

■ **All 11- and 12-month employees** will report to work, use annual leave or take the day without pay.

■ **Nine-month employees** will use available annual leave or take the day without pay.

■ **10-month employees not subject to required annual leave days** (i.e. secretaries) follow the option of 11- and 12-month employees.

■ **10-month employees subject to required annual leave days** (i.e. teachers, teacher assistants) are required to use annual leave. Employees who are required to take leave do not have a make-up option for the required day.

#### CODE C: Essential Personnel Only

Code C indicates extremely hazardous weather and is reserved for rare instances designated as emergency circumstances by the superintendent.

**Only essential personnel designated by the superintendent** or his designee are to report to work, provided they are able to travel safely.

## ANNUAL LEAVE DAYS EARNED

Employees With:	Annual Leave Days Earned*	
	10-Month Employees	12-Month Employees
Less than 2 years of service	10	12
2 but less than 5 years of service	11.5	13.8
5 but less than 10 years of service	14	16.8
10 years but less than 15 years of service	16.5	19.8
15 years but less than 20 years of service	19	22.8
20 or more years of service	21.5	25.8

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

## EMPLOYEE HOLIDAYS

**July 3** – Independence Day (12-month personnel only)

**September 7** – Labor Day Holiday

**November 11** – Veterans Day

**November 25 – 27** – Thanksgiving Break Holiday

**December 24 – 25** – Winter Break Holiday

**January 1** – New Year's Day Holiday

**January 18** – Martin Luther King, Jr. Holiday

**April 5** – Spring Break Holiday

## 1ST QUARTER – 45 days

Begins: August 25

Ends: October 28

## 2ND QUARTER – 45 days

Begins: November 2

Ends: January 22

## 3RD QUARTER – 47 days

Begins: January 26

Ends: April 1

## 4TH QUARTER – 43 days

Begins: April 12

Ends: June 10



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