

# 2010-2011 Employee Calendar

JULY 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

AUGUST 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				

SEPTEMBER 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		

OCTOBER 2010						
S	M	T	W	T	F	S
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER 2010						
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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 2010						
S	M	T	W	T	F	S
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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 2011						
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 2011						
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 2011						
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 2011						
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 2011						
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 2011						
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		

**July 2010**  
 5 Independence Day holiday for all 12-month employees (All schools and offices closed)

**August 2010**  
 12, 16, 17 New teacher orientation  
 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)  
 23 *OPTIONAL OR REQUIRED* Teacher Workday  
 24 *OPTIONAL OR REQUIRED Protected* Teacher Workday (School use for administrative and instructional duties)  
 25 First day for students; First quarter begins

**September 2010**  
 6 Labor Day holiday (All schools and offices closed)  
 9 *OPTIONAL OR REQUIRED* Teacher Workday (School use)  
 10 *OPTIONAL OR REQUIRED* Teacher Workday (School use; Professional organizations 8:30-11 a.m., 11 a.m. - 3 p.m. for CMS Wellness Fair)  
 29 - 30 Mid-quarter progress reports distributed

**October 2010**  
 28 First quarter ends (44 days)  
 29 *OPTIONAL OR REQUIRED Protected* teacher workday (School use for administrative and instructional duties); Parent conferences

**November 2010**  
 1 Second quarter begins  
 11 Veterans Day holiday (All schools and offices closed)  
 12 Report cards distributed: elementary and secondary  
 24 Annual leave (Central offices open; schools closed)  
 25 - 26 Thanksgiving Break holiday (All schools and offices closed)

**December 2010**  
 7 - 8 Mid-quarter progress reports distributed  
 22 Annual leave (Central offices open; schools closed)  
 23 - 24 Winter Break holiday (All schools and offices closed)  
 27 - 29 Annual leave (Central offices open; schools closed)  
 30 - 31 Winter Break holiday (All schools and offices closed)

**January 2011**  
 17 Martin Luther King, Jr. holiday (All schools and offices closed)  
 20 Second quarter ends (46 days)  
 21 *OPTIONAL OR REQUIRED Protected* Teacher Workday (School use for administrative and instructional duties)  
 24 Third quarter begins

**February 2011**  
 3 Report cards distributed  
 18 *OPTIONAL OR REQUIRED* Teacher Workday (School use)  
 21 *REQUIRED* Teacher Workday (Central office in-service use)  
 24 - 25 Mid-quarter progress reports distributed

**March 2011**  
 18 *OPTIONAL OR REQUIRED* Teacher Workday (School use)  
 31 Third quarter ends (46 days)

**April 2011**  
 1 *OPTIONAL OR REQUIRED Protected* Teacher Workday (School use for administrative and instructional duties)  
 4 Fourth quarter begins  
 14 Report cards distributed  
 18 - 22 Spring Break / Annual leave (Central offices open; schools closed)

**May 2011**  
 12 - 13 Mid-quarter progress reports distributed  
 30 Memorial Day holiday (All schools and offices closed)

**June 2011**  
 10 Last day for students; fourth quarter ends (44 days); Report cards distributed: elementary  
 13 *OPTIONAL OR REQUIRED* Teacher Workday (School use; high schools may use June 13 as the protected workday instead of June 14)  
 14 *OPTIONAL OR REQUIRED Protected* Teacher Workday (School use for administrative and instructional duties)  
 11 - 15 Graduation ceremonies  
 20 Report cards distributed: secondary

**Make-Up Days:**  
 1. Sept. 9  
 2. Sept. 10  
 3. Nov. 24  
 4. Jan. 17  
 5. Dec. 22  
 6. Feb. 18  
 7. Feb. 21  
 8. March 18  
 9. May 30  
 10. April 18  
 11. April 19  
 12. April 20  
 13. April 21  
 14. April 22

**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 designated by the Charlotte-Mecklenburg Board of Education as 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.

## Incident 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, holidays or required annual leave days. Media announcements [television and radio stations, and CMS Web site ([www.cms.k12.nc.us](http://www.cms.k12.nc.us)) and Intranet] 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 12-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 years but less than 5 years of service	11.5	13.8
5 years 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 5** – Independence Day (12-month employees)

**September 6** – Labor Day

**November 11** – Veterans Day

**November 25 – 26** – Thanksgiving Break

**December 23, 24, 30 and 31** – Winter Break

**January 17** – Martin Luther King, Jr. Day

**May 30** – Memorial Day

## 1ST QUARTER – 44 days

Begins: August 25

Ends: October 28

## 2ND QUARTER – 46 days

Begins: November 1

Ends: January 20

## 3RD QUARTER – 46 days

Begins: January 24

Ends: March 31

## 4TH QUARTER – 44 days

Begins: April 4

Ends: June 10



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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.