

JULY 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						

AUGUST 2011						
S	M	T	W	T	F	S
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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	31			

SEPTEMBER 2011						
S	M	T	W	T	F	S
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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 2011						
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2011						
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20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 2011						
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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						

JANUARY 2012						
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22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2012						
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19	20	21	22	23	24	25
26	27	28	29			

MARCH 2012						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2012						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2012						
S	M	T	W	T	F	S
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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 2012						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### July 2011

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

### August 2011

- 15-17 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)
- 22 *REQUIRED FOR SECONDARY* Teacher Workday (Central office use) *OPTIONAL OR REQUIRED FOR ELEMENTARY* Teacher Workday (School use)
- 23 *OPTIONAL OR REQUIRED* Teacher Workday - school use (Protected for professional organizations from 1 p.m. until 4 p.m.)
- 24 *OPTIONAL OR REQUIRED* Teacher Workday (School use for administrative and instructional duties)
- 25 First day for students; First quarter begins

### September 2011

- 5 Labor Day holiday (All schools and offices closed)
- 21-22 Mid-quarter progress reports distributed

### October 2011

- 27 First quarter ends (45 days)
- 28 *OPTIONAL OR REQUIRED* Teacher workday (School use for administrative and instructional duties); Parent conferences
- 31 Second quarter begins

### November 2011

- 10 Report cards distributed: elementary and secondary
- 11 Veterans Day holiday (All schools and offices closed)
- 23-25 Thanksgiving Break holiday (All schools and offices closed)

### December 2011

- 7-8 Mid-quarter progress reports distributed
- 19 *REQUIRED* Teacher Workday (Central office in-service use)
- 20 *REQUIRED* Teacher Workday (Central office in-service use)
- 21-22 Annual leave (Central offices open; schools closed)
- 23-26 Winter Break holiday (All schools and offices closed)
- 27-30 Annual leave (Central offices open; schools closed)

### January 2012

- 16 Martin Luther King, Jr. holiday (All schools and offices closed)
- 20 Second quarter ends (45 days)
- 23 *REQUIRED* Teacher Workday (Central office in-service use)
- 24 Third quarter begins

### February 2012

- 2 Report cards distributed
- 20 *REQUIRED* Teacher Workday (Central office in-service use)
- 21 *REQUIRED* Teacher Workday (Central office in-service use)
- 27-28 Mid-quarter progress reports distributed

### March 2012

- 29 Third quarter ends (46 days)
- 30 *OPTIONAL OR REQUIRED* Teacher Workday (School use for administrative and instructional duties)

### April 2012

- 2-5 Spring Break / Annual leave (Central offices open; schools closed)
- 6 Good Friday holiday (All schools and offices closed)
- 17 Report cards distributed

### May 2012

- 7-8 Mid-quarter progress reports distributed
- 28 Memorial Day holiday (All schools and offices closed)

### June 2012

- 8 Last day for students; fourth quarter ends (44 days); Report cards distributed: elementary
- 11 *OPTIONAL OR REQUIRED* Teacher Workday (School use for administrative and instructional duties)
- 12 *OPTIONAL OR REQUIRED* Teacher Workday (School use)
- 13 *OPTIONAL OR REQUIRED* Teacher Workday (School use)
- 9-13 Graduation ceremonies
- 18 Report cards distributed: secondary

### Make-Up Days:

- 1. Dec. 19
- 2. Dec. 20
- 3. Feb. 21
- 4. Feb. 20
- 5. May 28
- 6. March 30
- 7. April 2
- 8. April 3
- 9. April 4
- 10. April 5

(Days will be used in the order shown.)

### Legend:

- 10 Workdays
- 5 Protected workdays
- 5 Required workdays Common Core
- 10 Annual leave days
- 10 Holidays
- Quarter ends
- 180 School days
- 215 Total days



## 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 two 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.

The Charlotte-Mecklenburg Board of Education was granted a one-year waiver of the five instructional days (for 2011-2012) added to the school calendar, with the stipulation that the five days be used as required Common Core training days.

## 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 late; 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. Media announcements [television and radio stations, and CMS website ([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 4** – Independence Day (12-month employees)

**September 5** – Labor Day

**November 11** – Veterans Day

**November 23 – 25** – Thanksgiving Break

**December 23 and 26** – Winter Break

**January 16** – Martin Luther King, Jr. Day

**April 6** – Good Friday

**May 30** – Memorial Day

## 1ST QUARTER – 45 days

Begins: August 25

Ends: October 27

## 2ND QUARTER – 45 days

Begins: October 31

Ends: January 20

## 3RD QUARTER – 46 days

Begins: January 24

Ends: March 29

## 4TH QUARTER – 44 days

Begins: April 9

Ends: June 8



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**Global competitiveness starts here.**

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.