

JULY 2015							AUGUST 2015							SEPTEMBER 2015							OCTOBER 2015							NOVEMBER 2015							DECEMBER 2015							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4							1			1	2	3	4	5					1	2	3	1	2	3	4	5	6	7				1	2	3	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	
26	27	28	29	30	31	23	24	25	26	27	28	29	27	28	29	30	25	26	27	28	29	30	31	29	30	27	28	29	30	31												

JANUARY 2016							FEBRUARY 2016							MARCH 2016							APRIL 2016							MAY 2016							JUNE 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6			1	2	3	4	5						1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24 ³¹	25	26	27	28	29	30	28	29	27	28	29	30	31	24	25	26	27	28	29	30	29	30	31	29	30	31	26	27	28	29	30										

- July 2015**
- 3 Independence Day holiday for all 12-month employees (All schools and offices closed)
- August 2015**
- 10-14 New teacher orientation
 - 17 *OPTIONAL OR REQUIRED* workday (school use)
 - 18 *OPTIONAL OR REQUIRED* workday (school use)
 - 19 *REQUIRED* Central Office in-service workday (elementary) *OPTIONAL OR REQUIRED* workday (secondary)
 - 20 *REQUIRED* Central Office in-service workday (secondary) *OPTIONAL OR REQUIRED* workday (elementary)
 - 21 *OPTIONAL OR REQUIRED* workday (school use)
 - 24 First day for students
- September 2015**
- 7 Labor Day holiday (All schools and offices closed)
 - 23 *OPTIONAL OR REQUIRED* workday (school use)
 - 24-25 Mid-quarter progress reports distributed
- October 2015**
- 7 Early release day
 - 22 First quarter ends (42 days)
 - 23 *OPTIONAL OR REQUIRED* teacher workday (school use)
 - 26 Second quarter begins
- November 2015**
- 5 Report cards distributed (elementary and secondary)
 - 11 Veterans Day holiday (All schools and offices closed)
 - 25-27 Thanksgiving Holiday (All schools and offices closed)

- December 2015**
- 3-4 Mid-quarter progress reports distributed
 - 21 *OPTIONAL* teacher workday
 - 22 *OPTIONAL* teacher workday
 - 23 Annual leave (Central offices open; schools closed)
 - 24-25 Winter Break holidays (All schools and offices closed)
 - 28-31 Annual leave (Central offices open; schools closed)
- January 2016**
- 1 New Year's holiday (All offices and schools closed)
 - 18 Martin Luther King, Jr. holiday (All offices and schools closed)
 - 20 Second quarter ends (48 days)
 - 20 Early release day
 - 21 Third quarter begins
 - 25 *OPTIONAL OR REQUIRED* teacher workday (school use)
- February 2016**
- 3 Report cards distributed (elementary and secondary)
 - 15 *REQUIRED* Central Office in-service workday (elementary and secondary)
 - 24-25 Mid-quarter progress reports distributed
- March 2016**
- 1 Early release day
 - 24 Third quarter ends (44 days)
 - 25 Spring Break/holiday (All offices and schools closed)
 - 28-31 Spring Break/holiday leave (Central offices open; schools closed)

- April 2016**
- 1 Spring Break/holiday leave (Central offices open; schools closed)
 - 4 Fourth quarter begins
 - 14 Report cards distributed (elementary and secondary)
 - 20 Early release day
 - 25 *REQUIRED* Central Office in-service workday (elementary and secondary)
- May 2016**
- 5-6 Mid-quarter progress reports distributed
 - 27 *OPTIONAL OR REQUIRED* teacher workday (school use)
 - 30 Memorial Day holiday (All offices and schools closed)
- June 2016**
- 9 Last day for students; fourth quarter ends (46 days); Report cards distributed (elementary/middle)
 - 10 *OPTIONAL OR REQUIRED* Teacher workdays (school use)
 - 10-16 Graduation ceremonies
 - 23 Report cards distributed (secondary)
- Make-up Days:**
- | | |
|-------------|--------------|
| 1. Sept. 23 | 6. May 27 |
| 2. Oct. 23 | 7. May 30 |
| 3. Jan. 25 | 8. June 10 |
| 4. Feb. 15 | 9. April 1 |
| 5. April 25 | 10. March 31 |
- (Days will be used in the order shown.)
- Legend:**
- 14 Workdays ▲
 - 10 Annual leave days ●
 - 11 Holidays ■
 - Quarter ends Q
 - 4 Early Release Days ◆
 - 180 School days
 - 215 Total days

Purpose and Use of Workdays

Two workdays for elementary and two workdays for secondary schools are designated by the Charlotte-Mecklenburg Board of Education as required. Of the remaining 12 days, two *must* be optional. The remaining 10 days may be designated as optional or required for school use. Principals must work with the school leadership team (SLT) to designate the use for these days. Days may be scheduled and planned for different purposes, for different personnel and there is no requirement to schedule the same date for all personnel. Staff should receive this information prior to school opening.

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. When we use one of these days because of severe weather, we will announce that via CMS website, Intranet, email, Connect 5, Facebook and Twitter. All announcements will be made by 5:30 a.m.

ANNUAL LEAVE ACCRUAL		Standard Position Daily Hours				
Years of State Service	Monthly Accrual	8 hours per day	7.5 hours per day	7 hours per day	6.5 hours per day	6 hours per day
Less than 5 years	1.17 days	9.36 hours	8.78 hours	8.19 hours	7.61 hours	7.02 hours
5 but less than 10 years	1.42 days	11.36 hours	10.65 hours	9.94 hours	9.23 hours	8.52 hours
10 but less than 15 years	1.67 days	13.36 hours	12.53 hours	11.69 hours	10.86 hours	10.02 hours
15 but less than 20 years	1.92 days	15.36 hours	14.40 hours	13.44 hours	12.48 hours	11.52 hours
20 years or more	2.17 days	17.36 hours	16.28 hours	15.19 hours	14.11 hours	13.02 hours

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

SICK LEAVE ACCRUAL		Standard Position Daily Hours				
Monthly Accrual	8 hours per day	7.5 hours per day	7 hours per day	6.5 hours per day	6 hours per day	
1 day	8 hours	7.5 hours	7 hours	6.5 hours	6 hours	

PERSONAL LEAVE ACCRUAL		Standard Position Daily Hours		
Position	Monthly Accrual	8 hours per day	7.5 hours per day	
Teachers	.20 days	1.6 hours	1.5 hours	
EC Assistants and Pre-K Assistants	.20 days	1.6 hours	1.5 hours	

EMPLOYEE HOLIDAYS

July 4 – Independence Day (12-month employees)

September 7 – Labor Day

November 11 – Veterans Day

November 25-27 – Thanksgiving Break

December 24 and 25 – Winter Break

January 1 – New Year's Day

January 18 – Martin Luther King, Jr. Day

March 25 – Easter

May 30 – Memorial Day

1ST QUARTER – 42 days

Begins: August 24

Ends: October 22

2ND QUARTER – 48 days

Begins: October 26

Ends: January 20

3RD QUARTER – 44 days

Begins: January 21

Ends: March 24

4TH QUARTER – 46 days

Begins: April 4

Ends: June 9

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.