

JULY 2016							AUGUST 2016							SEPTEMBER 2016							OCTOBER 2016							NOVEMBER 2016							DECEMBER 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							1				1	2	3	4	5						1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10		
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17		
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24		
24 ³¹	25	26	27	28	29	30	28	29	30	31	25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30	27	28	29	30	25	26	27	28	29	30	31					

July 2016
4 Independence Day holiday for all 12-month employees (All schools and offices closed)

August 2016
18 OPTIONAL OR REQUIRED workday (school use)
19 OPTIONAL OR REQUIRED workday (school use)
22 OPTIONAL OR REQUIRED workday (school use)
23 REQUIRED Central Office in-service workday (elementary) OPTIONAL OR REQUIRED workday (secondary)
24 REQUIRED Central Office in-service workday (secondary) OPTIONAL OR REQUIRED workday (elementary)
25 OPTIONAL OR REQUIRED workday (school use)
26 OPTIONAL OR REQUIRED workday (school use)
29 First day for students

September 2016
5 Labor Day holiday (All schools and offices closed)
27-28 Mid-quarter progress reports distributed

October 2016
3 Annual Leave (Central offices open; schools closed)
12 Early release day
28 First quarter ends (43 days)
31 OPTIONAL OR REQUIRED workday (school use)

November 2016
1 Second quarter begins
8 OPTIONAL OR REQUIRED workday (school use)
14 Report cards distributed (elementary and secondary)
11 Veterans Day holiday (All schools and offices closed)

23 Annual leave (Central offices open; schools closed)
24-25 Thanksgiving Holiday (All schools and offices closed)

December 2016
5-6 Mid-quarter progress reports distributed
22 Annual leave (Central offices open; schools closed)
23-26 Winter Break holiday (All schools and offices closed)
27-29 Annual leave (Central offices open; schools closed)
30 Winter Break holiday (All schools and offices closed)

January 2017
2 New Year's holiday (All schools and offices closed)
3 OPTIONAL teacher workday
13 Early release day
16 Martin Luther King, Jr. holiday (All schools and offices closed)
24 Second quarter ends (45 days)
24 REQUIRED Central Office in-service workday (elementary and secondary)
25 Third quarter begins

February 2017
6 Report cards distributed (elementary and middle)
14 Report cards distributed (high)
17 REQUIRED Central Office in-service workday (elementary and secondary)
20 OPTIONAL teacher workday
27-28 Mid-quarter progress reports distributed

March 2017
1 Early release day
30 Third quarter ends (45 days)
31 OPTIONAL OR REQUIRED workday (school use)

April 2017
3 Fourth quarter begins
7 OPTIONAL OR REQUIRED workday (school use)
10-13 Spring Break/annual leave (Central offices open; schools closed)
14 Spring Break/holiday leave (All schools and offices closed)
19 Report cards distributed (elementary and secondary)
26 Early release day

May 2017
17-18 Mid-quarter progress reports distributed
29 Memorial Day holiday (All offices and schools closed)

June 2017
9 Last day for students; fourth quarter ends (43 days); Report cards distributed (elementary and secondary)
12 OPTIONAL OR REQUIRED Teacher workday (school use)
13 OPTIONAL OR REQUIRED Teacher workday (school use)
14 OPTIONAL OR REQUIRED Teacher workday (school use)

Make-up Days:
 1. Oct. 31 5. Feb. 20
 2. Jan. 3 6. March 31
 3. Feb. 17 7. May 29
 4. Jan. 24 8. June 12
 (Days will be used in the order shown.)

Legend:
 18 Workdays ▲
 10 Annual leave days ●
 11 Holidays ■
 Quarter ends ○
 4 Early Release Days ◆
 10/12, 1/13, 3/1, 4/26
 176 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 5 – Labor Day

November 11 – Veterans Day

November 24 and 25 – Thanksgiving Break

December 23 and 26 – Winter Break

December 30 and January 2 – New Year’s Holiday

January 16 – Martin Luther King, Jr. Day

April 14 – Easter

May 29 – Memorial Day

1ST QUARTER – 43 days

Begins: August 29

Ends: October 28

2ND QUARTER – 45 days

Begins: November 1

Ends: January 24

3RD QUARTER – 45 days

Begins: January 25

Ends: March 30

4TH QUARTER – 43 days

Begins: April 3

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.