

2018-2019 Employee Calendar

JULY 2018							AUGUST 2018							SEPTEMBER 2018							OCTOBER 2018							NOVEMBER 2018							DECEMBER 2018						
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	5	6	7	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
8	9	10	11	12	13	14	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
15	16	17	18	19	20	21	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
22	23	24	25	26	27	28	26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31	25	26	27	28	29	30	23	24	25	26	27	28	29					
29	30	31					30																				30	31													

July 2018

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

August 2018

- 16 *OPTIONAL OR REQUIRED* workday (school use)
- 17 *OPTIONAL OR REQUIRED* workday (school use)
- 20 *REQUIRED* Central Office in-service workday (elementary and secondary)
- 21 *REQUIRED* Central Office in-service workday (elementary and secondary)
- 22 *REQUIRED* Central Office in-service workday (elementary and secondary)
- 23 *OPTIONAL OR REQUIRED* workday (school use)
- 24 *OPTIONAL OR REQUIRED* workday (school use)
- 27 First day for students

September 2018

- 3 Labor Day holiday (All schools and offices closed)
- 12 Early release day
- 19 *OPTIONAL OR REQUIRED* workday (school use)
- 27-28 Mid-quarter progress reports distributed

October 2018

- 30 First quarter ends (45 days)
- 31 *OPTIONAL OR REQUIRED* workday (school use)

November 2018

- 1 Second quarter begins
- 9 Report cards distributed
- 12 Veterans Day holiday (All schools and offices closed)
- 21 Annual leave (Central offices open; schools closed)
- 22-23 Thanksgiving Holiday (All schools and offices closed)

December 2018

- 5 Early release day
- 5-6 Mid-quarter progress reports distributed
- 19 *OPTIONAL* teacher workday
- 20-21 Annual leave (Central offices open; schools closed)
- 24-25 Winter Break holiday (All schools and offices closed)
- 26-28 Annual leave (Central offices open; schools closed)
- 31 Holiday (All schools and offices closed)

January 2019

- 1 New Year's holiday (All schools and offices closed)
- 2 *OPTIONAL* teacher workday
- 9 Early Release Day
- 18 Second quarter ends (42 days)
- 21 Martin Luther King, Jr. holiday (All schools and offices closed)
- 22 *REQUIRED* Central Office in-service workday (elementary and secondary)
- 23 Third quarter begins

February 2019

- 1 Report cards distributed
- 18 *REQUIRED* Central Office in-service workday (elementary and secondary)
- 25-26 Mid-quarter progress reports distributed

March 2019

- 13 Early release day
- 28 Third quarter ends (46 days)
- 29 *OPTIONAL OR REQUIRED* workday (school use)

April 2019

- 1 Fourth quarter begins
- 12 Report cards distributed
- 15-18 Spring Break/annual leave (Central offices open; schools closed)
- 19 Holiday (All schools and offices closed)

May 2019

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

June 2019

- 7 Last day for students; fourth quarter ends (44 days); Report cards distributed
- 10-12 *OPTIONAL OR REQUIRED* workday (school use)

Make-up Days: Legend:

- | | | | |
|------------|-------------|----------------------|---|
| 1. Dec. 19 | 5. March 29 | 17 Workdays | △ |
| 2. Jan. 2 | 6. June 10 | 10 Annual leave days | ○ |
| 3. Jan. 22 | 7. June 11 | 11 Holidays | □ |
| 4. Feb. 18 | 8. June 12 | Quarter ends | Q |

(Days will be used in the order shown.)

- 4 Early Release Days 9/12, 12/5, 1/9, 3/13
- 177 School days
- 215 Total days
- July 4th is a holiday for 12-month employees only

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 3 – Labor Day

November 12 – Veterans Day

November 22-23 – Thanksgiving Break

December 24, 25, 31 – Winter Break

January 1 – New Year’s holiday

January 21 – Martin Luther King, Jr. Day

April 19 – Spring Break holiday

May 27 – Memorial Day

1ST QUARTER – 45 days

Begins: August 27

Ends: October 30

2ND QUARTER – 42 days

Begins: November 1

Ends: January 18

3RD QUARTER – 46 days

Begins: January 23

Ends: March 28

4TH QUARTER – 44 days

Begins: April 1

Ends: June 7

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.