

## 2019-2020 Personnel Work Day Summary

Employees should use this summary to review their first and last day of work as well as their days (paid/unpaid) off. Paid days off are in accordance to the Collective Bargaining Agreements and Meet and Confer Groups. Employees earn sick leave based on Florida State Statute 1012.61. Employees on a vacation earning calendar accrue vacation time in accordance to School Board Policy 4480. Employees can use the Schools and Administrative Offices Calendar to view when schools and/or offices are closed.

Work Calendar Days	Personnel Groups (Collective Bargaining Units/Meet & Confer Groups)	First Day of Work	Days Off (Paid/Unpaid)	Last Day of Work
187A	<b>Clerical/Secretarial-FOPE</b> <b>7 Paid Days:</b> <i>Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, New Year's Day, Presidents' Day, Memorial Day</i>	8/14/2019 (Wednesday)	<b>9/2/19,</b> 9/30/19, 10/9/19, 10/18/19, <b>11/11/19,</b> 11/27/19, <b>11/28/19,</b> <b>11/29/19,</b> 12/23/19, 12/24/19, 12/25/19, 12/26/19, 12/27/19, 12/30/19, 12/31/19, <b>1/1/20,</b> 1/2/20, 1/3/20, 1/6/20, 1/20/20, <b>2/17/20,</b> 3/17/20, 3/20/20, 3/23/20, 3/24/20, 3/25/20, 3/26/20, 3/27/20 4/10/20, <b>5/25/20.</b>	6/2/2020 (Tuesday)
187B	<b>Education Support Professionals (ESP)</b> <b>6 Paid Days:</b> <i>Labor Day, Veterans Day, Thanksgiving Day, New Year's Day, Presidents' Day, Memorial Day</i>	8/13/2019 (Tuesday)	<b>9/2/19,</b> 9/30/19, 10/9/19, 10/18/19, <b>11/11/19,</b> 11/27/19, <b>11/28/19,</b> 11/29/19, 12/23/19, 12/24/19, 12/25/19, 12/26/19, 12/27/19, 12/30/19, 12/31/19, <b>1/1/20,</b> 1/2/20, 1/3/20, 1/6/20, 1/20/20, <b>2/17/20,</b> 3/17/20, 3/20/20, 3/23/20, 3/24/20, 3/25/20, 3/26/20, 3/27/20 4/10/20, <b>5/25/20.</b>	6/2/2020 (Tuesday)
<b>189</b>  <b>186</b>	<b>Campus Monitor</b> <b>6 Paid Days:</b> <i>Labor Day, Veterans Day, Thanksgiving Day, New Year's Day, Presidents' Day, Memorial Day</i>	<b>8/12/2019</b> <b>(Monday)</b> <del>8/14/2019</del> (Wednesday)	<del><b>9/2/19,</b> 9/30/19, 10/9/19, 10/18/19, <b>11/11/19,</b> 11/27/19, <b>11/28/19,</b> 11/29/19, 12/23/19, 12/24/19, 12/25/19, 12/26/19, 12/27/19, 12/30/19, 12/31/19, <b>1/1/20,</b> 1/2/20, 1/3/20, 1/6/20, 1/20/20, <b>2/17/20,</b> 3/17/20, 3/20/20, 3/23/20, 3/24/20, 3/25/20, 3/26/20, 3/27/20 4/10/20, <b>5/25/20.</b></del>	<b>6/3/2020</b> <b>(Wednesday)</b> <del>6/2/2020</del> (Tuesday)
189	<b>Food Service Workers</b> <b>9 Paid Days:</b> <i>Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, First Weekday of Winter Break, New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Memorial Day</i>	8/14/2019 (Wednesday)	<b>9/2/19,</b> 9/30/19, 10/9/19, 10/18/19, <b>11/11/19,</b> 11/27/19, <b>11/28/19,</b> <b>11/29/19,</b> <b>12/23/19,</b> 12/24/19, 12/25/19, 12/26/19, 12/27/19, 12/30/19, 12/31/19, <b>1/1/20,</b> 1/2/20, 1/3/20, 1/6/20, <b>1/20/20,</b> <b>2/17/20,</b> 3/17/20, 3/20/20, 3/23/20, 3/24/20, 3/25/20, 3/26/20, 3/27/20 4/10/20, <b>5/25/20.</b>	6/2/2020 (Tuesday)
192	<b>Bus Operator, Bus Attendant</b> <b>8 Paid Days:</b> <i>Labor Day, Veterans Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Memorial Day</i>  <b>Planning Days:</b> <i>8/9/19, 8/12/19, 8/13/19 &amp; 1/6/20</i>	8/9/2019 (Friday)	<b>9/2/19,</b> 9/30/19, 10/9/19, 10/18/19, <b>11/11/19,</b> 11/27/19, <b>11/28/19,</b> 11/29/19, 12/23/19, 12/24/19, <b>12/25/19,</b> 12/26/19, 12/27/19, 12/30/19, 12/31/19, <b>1/1/20,</b> 1/2/20, 1/3/20, <b>1/20/20,</b> <b>2/17/20,</b> 3/17/20, 3/20/20 3/23/20, 3/24/20, 3/25/20, 3/26/20, 3/27/20 4/10/20, <b>5/25/20.</b>	6/2/2020 (Tuesday)

\*The All Days Paid (ADP) rate used for payroll calculation purposes is determined by the number of non-weekend days between July 1 and June 30. This includes scheduled workdays, paid holidays, and unpaid days off. There will be 262 All Days Paid (ADP) days in the 2019-2020 School Year beginning July 1, 2019 and ending June 30, 2020. This will result in an additional ADP day for employees on the 208 (A-D), 240, 241, 244, 248, 251 and 261 calendars. The ADP rate will decrease slightly because of this additional day; however, this change does not impact an employee's annual salary and is used to equalize bi-weekly paychecks.

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Work Calendar Days	Personnel Groups (Collective Bargaining Units/Meet & Confer Groups)	First Day of Work	Days Off (Paid/Unpaid)	Last Day of Work
196	<b>Instructional, Security Specialist, Education Support Professionals (ESP), Armed Safe School Officer</b> <i>6 Paid Days: Labor Day, Veterans Day, Thanksgiving Day, New Year's Day, Presidents' Day, Memorial Day</i>	8/7/2019 (Wednesday)	<del>9/2/19, 9/30/19, 10/9/19, 11/11/19, 11/27/19, 11/28/19, 11/29/19, 12/23/19, 12/24/19, 12/25/19, 12/26/19, 12/27/19, 12/30/19, 12/31/19, 1/1/20, 1/2/20, 1/3/20, 1/20/20, 2/17/20, 3/23/20, 3/24/20, 3/25/20, 3/26/20, 3/27/20, 4/10/20, 5/25/20.</del>	6/3/2020 (Wednesday)
197	<b>Clerical/Secretarial-FOPE</b> <i>7 Paid Days: Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, New Year's Day, Presidents' Day, Memorial Day</i>	8/7/2019 (Wednesday)	<del>9/2/19, 9/30/19, 10/9/19, 11/11/19, 11/27/19, 11/28/19, 11/29/19, 12/23/19, 12/24/19, 12/25/19, 12/26/19, 12/27/19, 12/30/19, 12/31/19, 1/1/20, 1/2/20, 1/3/20, 1/20/20, 2/17/20, 3/23/20, 3/24/20, 3/25/20, 3/26/20, 3/27/20, 4/10/20, 5/25/20.</del>	6/3/2020 (Wednesday)
<u>199</u>	<b>Security Specialist</b> <i>6 Paid Days: Labor Day, Veterans Day, Thanksgiving Day, New Year's Day, Presidents' Day, Memorial Day</i>	<u>8/5/2019</u> <u>(Monday)</u>	<del>9/2/19, 9/30/19, 10/9/19, 11/11/19, 11/27/19, 11/28/19, 11/29/19, 12/23/19, 12/24/19, 12/25/19, 12/26/19, 12/27/19, 12/30/19, 12/31/19, 1/1/20, 1/2/20, 1/3/20, 1/20/20, 2/17/20, 3/23/20, 3/24/20, 3/25/20, 3/26/20, 3/27/20, 4/10/20, 5/25/20.</del>	<u>6/4/2020</u> <u>(Thursday)</u>
<u>204</u>	<b>Armed Safe School Officer</b> <i>6 Paid Days: Labor Day, Veterans Day, Thanksgiving Day, New Year's Day, Presidents' Day, Memorial Day</i>	<u>7/29/19</u> <u>(Monday)</u>	<del>9/2/19, 9/30/19, 10/9/19, 11/11/19, 11/27/19, 11/28/19, 11/29/19, 12/23/19, 12/24/19, 12/25/19, 12/26/19, 12/27/19, 12/30/19, 12/31/19, 1/1/20, 1/2/20, 1/3/20, 1/20/20, 2/17/20, 3/23/20, 3/24/20, 3/25/20, 3/26/20, 3/27/20, 4/10/20, 5/25/20.</del>	<u>6/4/2020</u> <u>(Thursday)</u>
204	<b>School Food Service Cafeteria Manager</b> <i>9 Paid Days: Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, First Weekday of Winter Break, New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Memorial Day</i>	7/31/2019 (Wednesday)	<del>9/2/19, 9/30/19, 10/9/19, 11/11/19, 11/27/19, 11/28/19, 11/29/19, 12/23/19, 12/24/19, 12/25/19, 12/26/19, 12/27/19, 12/30/19, 12/31/19, 1/1/20, 1/2/20, 1/3/20, 1/20/20, 2/17/20, 3/23/20, 3/24/20, 3/25/20, 3/26/20, 3/27/20, 4/10/20, 5/25/20.</del>	6/3/2020 (Wednesday)

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Work Calendar Days	Personnel Groups (Collective Bargaining Units/Meet & Confer Groups)	First Day of Work	Days Off (Paid/Unpaid)			Last Day of Work
206A	<b>Guidance Counselor, ESE Specialist</b> <i>6 Paid Days: Labor Day, Veterans Day, Thanksgiving Day, New Year's Day, Presidents' Day, Memorial Day</i>	7/31/2019 (Wednesday)	9/2/19, 11/11/19, 11/29/19, 12/25/19, 12/30/19, 1/2/20, 2/17/20, 3/25/20, 4/10/20,	9/30/19, 11/27/19, 12/23/19, 12/26/19, 12/31/19, 1/3/20, 3/23/20, 3/26/20, 5/25/20.	10/9/19, 11/28/19, 12/24/19, 12/27/19, 1/1/20, 1/20/20, 3/24/20, 3/27/20	6/10/2020 (Wednesday)
206B	<b>Guidance Counselor</b> <i>6 Paid Days: Labor Day, Veterans Day, Thanksgiving Day, New Year's Day, Presidents' Day, Memorial Day</i>	7/24/2019 (Wednesday)	9/2/19, 11/11/19, 11/29/19, 12/25/19, 12/30/19, 1/2/20, 2/17/20, 3/25/20, 4/10/20,	9/30/19, 11/27/19, 12/23/19, 12/26/19, 12/31/19, 1/3/20, 3/23/20, 3/26/20, 5/25/20.	10/9/19, 11/28/19, 12/24/19, 12/27/19, 1/1/20, 1/20/20, 3/24/20, 3/27/20	6/3/2020 (Wednesday)
207A	<b>Clerical/Secretarial-FOPE</b> <i>7 Paid Days: Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, New Year's Day, Presidents' Day, Memorial Day</i>	7/31/2019 (Wednesday)	9/2/19, 11/11/19, 11/29/19, 12/25/19, 12/30/19, 1/2/20, 2/17/20, 3/25/20, 4/10/20,	9/30/19, 11/27/19, 12/23/19, 12/26/19, 12/31/19, 1/3/20, 3/23/20, 3/26/20, 5/25/20.	10/9/19, 11/28/19, 12/24/19, 12/27/19, 1/1/20, 1/20/20, 3/24/20, 3/27/20	6/10/2020 (Wednesday)
207B	<b>Clerical/Secretarial-FOPE</b> <i>7 Paid Days: Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, New Year's Day, Presidents' Day, Memorial Day</i>	7/24/2019 (Wednesday)	9/2/19, 11/11/19, 11/29/19, 12/25/19, 12/30/19, 1/2/20, 2/17/20, 3/25/20, 4/10/20,	9/30/19, 11/27/19, 12/23/19, 12/26/19, 12/31/19, 1/3/20, 3/23/20, 3/26/20, 5/25/20.	10/9/19, 11/28/19, 12/24/19, 12/27/19, 1/1/20, 1/20/20, 3/24/20, 3/27/20	6/3/2020 (Wednesday)
208 (A-D)*	<b>Maintenance / Facilities Servicepersons</b> (4 day/10 hours) <b>13 Paid Days:</b> Refer to Calendar for 208A-D Day Personnel	Refer to Calendar for 208 (A-D) Day Personnel	Refer to Calendar for 208 (A-D) Day Personnel			Refer to Calendar for 208 (A-D) Day Personnel
216A	<b>Assistant Principal, School Psychologist, Guidance Director, Community Liaison, Career Advisor</b> <i>6 Paid Days: Labor Day, Veterans Day, Thanksgiving Day, New Year's Day, Presidents' Day, Memorial Day</i>	7/17/2019 (Wednesday)	9/2/19, 11/11/19, 11/29/19, 12/25/19, 12/30/19, 1/2/20, 2/17/20, 3/25/20,	9/30/19, 11/27/19, 12/23/19, 12/26/19, 12/31/19, 1/3/20, 3/23/20, 3/26/20,	10/9/19, 11/28/19, 12/24/19, 12/27/19, 1/1/20, 1/20/20, 3/24/20, 3/27/20	6/10/2020 (Wednesday)

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Work Calendar Days	Personnel Groups (Collective Bargaining Units/Meet & Confer Groups)	First Day of Work	Days Off (Paid/Unpaid)	Last Day of Work
			4/10/20, <b>5/25/20.</b>	
216B	<b>School Psychologist</b> <i>6 Paid Days: Labor Day, Veterans Day, Thanksgiving Day, New Year's Day, Presidents' Day, Memorial Day</i>	7/24/2019 (Wednesday)	<b>9/2/19,</b> 9/30/19, 10/9/19, <b>11/11/19,</b> 11/27/19, <b>11/28/19,</b> 11/29/19, 12/23/19, 12/24/19, 12/25/19, 12/26/19, 12/27/19, 12/30/19, 12/31/19, <b>1/1/20,</b> 1/2/20, 1/3/20, 1/20/20, <b>2/17/20,</b> 3/23/20, 3/24/20, 3/25/20, 3/26/20, 3/27/20 4/10/20, <b>5/25/20.</b>	6/17/2020 (Wednesday)
216D	<b>School Psychologist</b> <i>6 Paid Days: Labor Day, Veterans Day, Thanksgiving Day, New Year's Day, Presidents' Day, Memorial Day</i>	7/10/2019 (Wednesday)	<b>9/2/19,</b> 9/30/19, 10/9/19, <b>11/11/19,</b> 11/27/19, <b>11/28/19,</b> 11/29/19, 12/23/19, 12/24/19, 12/25/19, 12/26/19, 12/27/19, 12/30/19, 12/31/19, <b>1/1/20,</b> 1/2/20, 1/3/20, 1/20/20, <b>2/17/20,</b> 3/23/20, 3/24/20, 3/25/20, 3/26/20, 3/27/20 4/10/20, <b>5/25/20.</b>	6/3/2020 (Wednesday)
217	<b>Clerical/Secretarial-FOPE</b> <i>7 Paid Days: Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, New Year's Day, Presidents' Day, Memorial Day</i>	7/17/2019 (Wednesday)	<b>9/2/19,</b> 9/30/19, 10/9/19, <b>11/11/19,</b> 11/27/19, <b>11/28/19,</b> <b>11/29/19,</b> 12/23/19, 12/24/19, 12/25/19, 12/26/19, 12/27/19, 12/30/19, 12/31/19, <b>1/1/20,</b> 1/2/20, 1/3/20, 1/20/20, <b>2/17/20,</b> 3/23/20, 3/24/20, 3/25/20, 3/26/20, 3/27/20 4/10/20, <b>5/25/20.</b>	6/10/2020 (Wednesday)
220	<b>Clerical Confidential (COPA)</b> <i>10 Paid Days: Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, New Year's (Day before), New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Memorial Day</i>	7/17/2019 (Wednesday)	<b>9/2/19,</b> 9/30/19, 10/9/19, <b>11/11/19,</b> 11/27/19, <b>11/28/19,</b> <b>11/29/19,</b> 12/23/19, 12/24/19, <b>12/25/19,</b> 12/26/19, 12/27/19, 12/30/19, <b>12/31/19,</b> <b>1/1/20,</b> 1/2/20, 1/3/20, <b>1/20/20,</b> <b>2/17/20,</b> 3/23/20, 3/24/20, 3/25/20, 3/26/20, 3/27/20, 4/10/20, <b>5/25/20.</b>	6/10/2020 (Wednesday)
240*	<b>Broward Virtual School</b> <i>9 Paid Days</i>	7/1/2019 (Monday)	This calendar is driven by flexible teaching and learning time; therefore, exact work days are not designated. Employees' work schedules must be submitted in writing and approved by the principal.	6/30/2020 (Tuesday)

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Work Calendar Days	Personnel Groups (Collective Bargaining Units/Meet & Confer Groups)	First Day of Work	Days Off (Paid/Unpaid)			Last Day of Work
241*	<b>Technical Colleges Personnel: Instructional , Security Specialist, Food Service, Assistant Principal</b> <i>6 Paid Days: Labor Day, Veterans Day, Thanksgiving Day, New Year's Days, Presidents' Day, Memorial Day</i>	7/1/2019 (Monday)	7/4/19 10/9/19, <b>11/28/19</b> , 12/24/19, 12/27/19, <b>1/1/20</b> , 1/20/20, 3/24/20, 3/27/20,	<b>9/2/19</b> , 11/11/19 11/29/19, 12/25/19, 12/30/19, 1/2/20, <b>2/17/20</b> , 3/25/20, 4/10/20,	9/30/19, 11/27/19, 12/23/19, 12/26/19, 12/31/19, 1/3/20, 3/23/20, 3/26/20, <b>5/25/20</b> .	6/30/2020 (Tuesday)
244*	<b>ESMAB, TSP, Principal, PBA</b> <i>Paid Days: None</i>	7/1/2019 (Monday)	7/4/19 10/9/19, 11/28/19, 12/24/19, 12/31/19, 2/17/20,	9/2/19, 11/11/19, 11/29/19, 12/25/19, 1/1/20, 4/10/20,	9/30/19, 11/27/19, 12/23/19, 12/30/19, 1/20/20, 5/25/20.	6/30/2020 (Tuesday)
248*	<b>Clerical-FOPE</b> <i>4 Paid Days: Thanksgiving Day, Day after Thanksgiving, Christmas Day, New Year's Day</i>	7/1/2019 (Monday)	7/4/19 10/9/19, <b>11/28/19</b> , 12/24/19, 12/31/19, 2/17/20,	9/2/19, 11/11/19, <b>11/29/19</b> , <b>12/25/19</b> , <b>1/1/20</b> , 4/10/20,	9/30/19, 11/27/19, 12/23/19, 12/30/19, 1/20/20, 5/25/20.	6/30/2020 (Tuesday)
251*	<b>Clerical-Confidential (COPA)</b> <i>7 Paid Days: Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, New Year's Day, Martin Luther King, Jr. Day</i>	7/1/2019 (Monday)	7/4/19, 10/9/19, <b>11/28/19</b> , 12/24/19, 12/31/19, 2/17/20,	<b>9/2/19</b> , <b>11/11/19</b> , <b>11/29/19</b> , <b>12/25/19</b> , <b>1/1/20</b> , 4/10/20,	9/30/19, 11/27/19, 12/23/19, 12/30/19, <b>1/20/20</b> , 5/25/20.	6/30/2020 (Tuesday)
261*	<b>Maintenance / Facilities Servicepersons</b> <i>17 Paid Days</i>	7/1/2019 (Monday)	<b>7/4/19</b> , <b>10/9/19</b> , <b>11/28/19</b> , <b>12/24/19</b> , <b>12/31/19</b> , <b>2/17/20</b> ,	<b>9/2/19</b> , <b>11/11/19</b> , <b>11/29/19</b> , <b>12/25/19</b> , <b>1/1/20</b> , <b>4/10/20</b> ,	<b>9/30/19</b> , <b>11/27/19</b> , <b>12/23/19</b> , 12/30/19, <b>1/20/20</b> , <b>5/25/20</b> .	6/30/2020 (Tuesday)

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