

**2022-2023 WORK CALENDAR ~ Administrative Assistant 207 Days (Elementary and Bennett Mountain HS)**

July 2022

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

August 2022

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

September 2022

Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

October 2022

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	*20	21
24	25	26	27	28
31				

November 2022

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

December 2022

Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

January 2023

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

February 2023

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	*16	17
20	21	22	23	24
27	28			

March 2023

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

April 2023

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

May 2023

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

June 2023

Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

PD Day-Administrative Assistant Work Day

No work no pay days

Holidays-paid ~ non work day

\*PT conference day Administrative Assistant is scheduled to work day and Evening on October 20, 2022 & February 16, 2023 for PT conferences. PT conf. Days are only counted as 1 work day each. You will get compensated for Additional hours worked those days. Lunch and dinner break are not paid. Clock out at the end of conferences and then add missing record for dinner break.

First day of work –August 1, 2022

Last day of work – June 12, 2023

Number of days worked includes paid holidays

- Paid Holidays: Labor Day, Thanksgiving, Christmas, New Year's, MLK Human Right's Day, President's Day, Memorial Day

July	00
August	23
September	22
October	20
November	18
December	15
January	21
February	19
March	18
April	20
May	23
June	08
	207