

# SUPPORT PERSONNEL SCHEDULING

<b>POSITION</b>	<b>WORK DAYS</b>	<b>HOLIDAYS *</b>	<b>PRINCIPAL ASSIGNED</b>	<b>TOTAL DAYS</b>
BOOKKEEPER (ELEMENTARY & MIDDLE SCHOOLS)	180	5	25	210
BOOKKEEPER (HIGH SCHOOLS)	180	5	30	215
CLERK I (ATTENDANCE)	180	5	15	200
CLERK II	180	5	5	190
INSTRUCTIONAL ASSISTANT	180	5	-	185
INTERPRETER	180	5	-	185

\*Holidays: Labor Day (1), Thanksgiving (2), Christmas (1), New Years Day (1) = 5 total paid holidays

Sick Days: Employee will receive 1 sick day for each 20 days worked.

Personal Leave: Employee will receive 2 personal leave days per school year. Personal leave days not taken will transfer to sick days.