

## FULL TIME HOURS PLAN 10/5/16 - 8/12/17

- Typical Day = 8.5 hours/day
- Typical Week = 42.5 hours/week
- Weeks With Friday Meetings = 40.75 hours/week

Week Ending (Saturday's Date)	Holidays/Meetings	Number of Days Off	Hours Per Week	Total Hours
8-Oct	<b>PST</b>		20	20
15-Oct	<b>Columbus Day/PST</b>	<b>1</b>	25	45
22-Oct	Friday Meeting		40.75	85.75
29-Oct			42.5	128.25
5-Nov	Friday Meeting		40.75	169
12-Nov			42.5	211.5
19-Nov	Friday Meeting		40.75	252.25
26-Nov	<b>Thanksgiving</b>	<b>3</b>	17	269.25
3-Dec	Friday Meeting		40.75	310
10-Dec			42.5	352.5
17-Dec	Friday Meeting		40.75	393.25
24-Dec	<b>Winter Break</b>	<b>1</b>	34	427.25
31-Dec	<b>Winter Break</b>	<b>5</b>	0	427.25
7-Jan	<b>Winter Break</b>	<b>2</b>	25.5	452.75
14-Jan	Friday Meeting		40.75	493.5
21-Jan	<b>MLK DAY</b>	<b>0.5</b>	38	531.5
28-Jan	Friday Meeting (Optional)		42.5	574
4-Feb			42.5	616.5
11-Feb	Friday Meeting		40.75	657.25
18-Feb			42.5	699.75
25-Feb	Friday Meeting (Optional)		42.5	742.25
4-Mar			42.5	784.75
11-Mar	Friday Meeting		40.75	825.5
18-Mar			42.5	868
25-Mar	Friday Meeting (Optional)		42.5	910.5
1-Apr			42.5	953
8-Apr	Friday Meeting		40.75	993.75
15-Apr	<b>Spring Vacation</b>	<b>3</b>	17	1010.75
22-Apr	Friday Meeting (Optional)		42.5	1053.25
29-Apr			42.5	1095.75
6-May	Friday Meeting		40.75	1136.5
13-May			42.5	1179
20-May			42.5	1221.5
27-May			42.5	1264
3-Jun	<b>Memorial Day</b>	<b>1</b>	34	1298
10-Jun			42.5	1340.5
17-Jun			42.5	1383
24-Jun			42.5	1425.5
1-Jul			42.5	1468
8-Jul	<b>Independence Day</b>	<b>1</b>	34	1502
15-Jul			42.5	1544.5
22-Jul			42.5	1587
29-Jul			42.5	1629.5
5-Aug			42.5	1672
12-Aug			42.5	1714.5

<b>8.5 hours/day* looks like this:</b>	
<b>Start</b>	<b>End</b>
7:30	4:00
7:45	4:15
8:00	4:30
8:15	4:45
8:30	5:00
8:45	5:15
9:00	5:30
9:15	5:45
9:30	6:00
9:45	6:15
10:00	6:30
10:15	6:45
10:30	7:00
10:45	7:15
11:00	7:30

*\*assuming lunch breaks  
are working lunches*

If your site is open for staff on In-Service Days and Snow Days, you are expected to be in attendance at your site unless you request off.