NOTE: Make-up days – The Superintendent makes the final recommendation on how scheduled days which are missed shall be made up.

All certified personnel will be expected to participate in the equivalent of six (6) days of professional activities. The equivalent of three (3) days will be allocated to the individual for use at his/her discretion in a program of either professional development or school-related work. The equivalent of the other three (3) days will be allocated for use at the principal's discretion for either staff development or school-related activities. Successful completion of the designated professional activities is a requirement for annual advancement on the school division's teacher salary scale. The supervisor should notify the Assistant Superintendent/Administration if the requirement is not met.

The total 250 days for twelve month employees does not reflect the six professional activities days required of all certified personnel. In order to provide compensation for these six days, each twelve month certified employee will be entitled to six days professional activities leave. This leave may be taken at the convenience of the employee, subject to the approval of the immediate supervisor. This leave cannot be accumulated and may not be taken on any of the 180 teaching days.

Staff days are reserved primarily for teacher conferences or paperwork. Actual calendar days may not be worked since conferences may be held just prior to or just after the scheduled day and paperwork done at home.

Twelve month classified clerical employees with reduced working hours for fifty (50) days should work their 200 full days on the ten month calendar. Dates for the fifty (50) reduced days are: * July 1 – 31, 2011 (24 days), August 1 – 10, 2011 (9 days), and June 11 – 29, 2012 (17days).

Bus Driver, Instructional Aide, & Cafeteria Employee schedules will coincide with the teaching days on the school calendar plus any other days as assigned by the Salary Notification.

Classified employees are to work no more than forty (40) hours per week. Saturday workdays should be assigned by the immediate supervisor in another week having less than forty (40) work hours.

* Vacation days to be used for July 5-8 for all twelve month classified and certified employees.