2017-2018 Employee Attendance Record

Month	Contract Days Per Month	Total Days	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
July						H																											
August																																	
September						H																											
October																																	
November																									H								
December																								H			H						
January			H														H																
February																																	
March																																	
April																																	
May																														H			
June																																	

S = Sick Day X = Personal Day H = Holiday L = Leave E = Emergency Day

O = Scheduled Day Off P = Professional Day J = Jury Duty √ = Regular Worked Day N = NTI Day

S	X	H	O	P	J	L	N
Totals							

Available Days	260
Contract Days	
Personal Days	2
Holidays	
Non-Contract Days	
Sick Days	
Leave Days	
Emergency Days	1

2017-2018 Holidays	
July 4th - Independence Day (240 & 260 day contracts)	December 25th - Christmas Day
September 4th - Labor Day	January 1st - New Year's Day
November 23rd - Thanksgiving Day	January 15th - MLK Day (240 & 260 day contracts)
December 22nd - Christmas Eve (240 & 260 day contracts)	May 28th - Memorial Day (240 & 260 day contracts)