

**CONTRACTS and REPORTING DATES  
TRADITIONAL WORK SCHEDULES  
2018-2019**

<b>DAYS WKD</b>	<b>PREVIOUS CLASSIFICATION</b>	<b>REPORTING DATE</b>	<b>LAST SCHEDULED WORK DAY</b>	<b>FIRST PAY CHECK</b>	<b>LAST PAY CHECK</b>
183 Days	183 Days EA's Bus Attendants and Bus Drivers	8/6/18	5/22/19	8/17/18	8/2/19
184 Days	Teachers/Nurses/ Social Workers/ Instructional Coaches/SLP's/OT's/ PT's/Audiologists/Orientation/Mobility Specialists/ 3 additional Days Elementary Counselors/Librarians 5 additional Days Secondary Counselors/Librarians 198 Days Specialists/ Coordinators (All groups above 184- additional days reported to payroll equal extended days)	8/6/18	5/22/19	8/17/18	8/2/19
189 Days	191 Days Food and Nutrition Services	8/9/18	5/22/19	8/17/18	8/2/19
206 Days	206 Days Secretarial/Clerical*	7/24/18	5/31/19	8/3/18	7/19/19
206 Days	206 Days Principal/Assistant Principal (Elementary Traditional) (Five discretionary days are included) 208 Days Specialists/Coordinators (208 - additional days reported to payroll equal 2 additional days)	7/24/18	6/12/19	8/3/18	7/19/19
208 Days	208 Day Educational Diagnosticians/ Transition Specialists/School Psychologists	7/24/18	6/14/19	8/3/18	7/19/19
216 Days	216 Days Principal/Assistant Principal (Middle Traditional) (Five discretionary days are included)	7/17/18	6/19/19	8/3/18	7/19/19
218 Days	218 Days Administrative Personnel 223 Days Administrative Personnel (223 - additional days reported to payroll equal 5 additional days)	7/17/18	6/21/19	7/20/18	7/5/19
226 Days	Principal/Assistant Principal (High Traditional) (Five discretionary days are included)	7/10/18	6/26/19	7/20/18	7/5/19
228 days	Vocational Teachers	7/2/18	6/28/19	7/20/18	7/5/19
248 Days	Secretarial/Clerical*	7/2/18	6/27/19	7/20/18	7/5/19
256 Days	Administrative/Clerical*/ Custodial Personnel	7/2/18	6/28/19	7/20/18	7/5/19

Ten paid Holidays for 256 day employees

- 7/4 (Independence Day)
- 9/3 (Labor Day)
- 11/22 (Thanksgiving Day)
- 11/23 (Day after Thanksgiving)
- 12/24 (Day before Christmas)

- 12/25 (Christmas Day)
- 1/1 (New Year's Day)
- 2/18 (Presidents' Day)
- 4/19 (Vernal Holiday)
- 5/27 (Memorial Day)

\*Please see last page for Holidays specific to Clerical Staff and M &amp; O Staff

**CONTRACTS and REPORTING DATES  
ALTERNATIVE CALENDAR WORK SCHEDULES  
2018-2019**

<b>DAYS WKD</b>	<b>CLASSIFICATION</b>	<b>REPORTING DATE</b>	<b>LAST SCHEDULED WORK DAY</b>	<b>FIRST PAY CHECK</b>	<b>LAST PAY CHECK</b>
183 Days	183 Days EA's Bus Attendants and Bus Drivers	7/16/18	5/22/19	8/3/18	7/19/19
184 Days	183 Days Teachers/SLP's/OT's/ PT's/Audiologists/Orientation/Mobility Specialists/A Track (Mary Ann Binford, Susie Rayos Marmon, Cochiti, Onate, Mark Twain, Navajo, Duranés, Eugene Field) 3 Additional Days Counselors/Librarians A Track (Mary Ann Binford, Susie Rayos Marmon, Cochiti, Onate, Mark Twain, Navajo, Duranes, Eugene Field) (All groups above 184 – additional days reported to payroll equal extended days)	7/16/18	5/22/19	8/3/18	7/19/19
189 Days	191 Days Food and Nutrition Services A Track	7/19/18	5/22/19	8/3/18	7/19/19
206 Days	206 Days Secretarial/ Clerical* A track (Mary Ann Binford, Susie Rayos Marmon, Cochiti, Onate, Mark Twain, Navajo, Duranes, Eugene Field) (206 - additional days reported to payroll equal 6 additional days)	7/3/18	5/31/19	7/20/18	7/5/19
206 Days	206 Days Principal/Assistant Principal (Mary Ann Binford, Susie Rayos Marmon, Cochiti, Onate, Mark Twain, Navajo, Duranes, Eugene Field) A Track (Three discretionary days are included)	7/3/18	6/12/19	7/20/18	7/5/19

Ten paid Holidays for 256 day employees

- 7/4 (Independence Day)
- 9/3 (Labor Day)
- 11/22 (Thanksgiving Day)
- 11/23 (Day after Thanksgiving)
- 12/24 (Day before Christmas)
- 12/25 (Christmas Day)
- 1/1 (New Year's Day)
- 2/18 (Presidents' Day)
- 4/19 (Vernal Holiday)
- 5/27 (Memorial Day)

**\*Please see last page for Holidays specific to Clerical Staff and M & O Staff**

**THERE MAY BE VARIANCE FROM THE ABOVE WITH YEAR-ROUND SCHOOLS  
PLEASE CHECK YOUR SPECIFIC SCHOOL FOR HOLIDAYS AND INTERSESSIONS**

**CONTRACTS and REPORTING DATES  
APS/CNM WORK SCHEDULES  
2018-2019**

<b>DAYS WKD</b>	<b>CLASSIFICATION</b>	<b>REPORTING DATE</b>	<b>LAST SCHEDULED WORK DAY</b>	<b>FIRST PAY CHECK</b>	<b>LAST PAY CHECK</b>
170 Days	170 Days Teachers C Track	8/16/18	5/8/19	8/17/18	8/2/19
216 Days	216 Days Principal/Assistant Principal C Track	7/9/18	6/19/19	8/3/18	7/19/19
248 Days	248 Days Secretarial/ Clerical C track	7/2/18	6/28/19	7/20/18	7/5/19

Ten paid Holidays for 256 day employees

- 7/4 (Independence Day)
- 9/3 (Labor Day)
- 11/22 (Thanksgiving Day)
- 11/23 (Day after Thanksgiving)
- 12/24 (Day before Christmas)
- 12/25 (Christmas Day)
- 1/1 (New Year's Day)
- 2/18 (Presidents' Day)
- 4/19 (Vernal Holiday)
- 5/27 (Memorial Day)

**\*Please see last page for Holidays specific to Clerical Staff and M & O Staff**

## Holidays

### For “B” Schedule 256, 248 and 206 Day employees

#### **206 Days:**

**Eight Paid Holidays are:** Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New year’s Day, Vernal Holiday and Memorial Day

**Non-Paid Holidays for 206-day employees:** Fall Break in October; Winter Break, except for Christmas Eve, Christmas Day and New Year’s Day, MLK Day in January, Presidents’ Day in February and Spring Break

#### **248 Days**

**Eleven Paid Holidays are:** Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Day before Christmas, Christmas Day, New year’s Day, Martin Luther King Day, Presidents’ Day, Vernal Holiday and Memorial Day

**Non-paid Holidays for 248-day employees:** Fall Break in October; Winter Break, except for Christmas Eve, Christmas Day and New Year’s Day and Spring Break

**When Schools are Closed, and 248-day Employees are required to work and must request a leave to be off:** Veteran’s Day in November, the Wednesday before Thanksgiving, any days during the two-week Winter Break, except for Christmas Eve, Christmas Day and New Year’s Day

#### **256 Days**

**Eleven Paid Holidays are:** Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Day before Christmas, Christmas Day, New year’s Day, Martin Luther King Day, Presidents’ Day, Vernal Holiday and Memorial Day

**Note:** *The following are work days and require a leave request:* Fall Break in October and Spring Break

## Holidays

### For “D” Schedule 256 Day employees

#### **256 Days**

**Eleven Paid Holidays are:** Independence Day , Labor Day, Thanksgiving Day, Day After Thanksgiving, Day before Christmas, Christmas Day, New Year’s Day , Martin Luther King Day, Presidents’ Day, Vernal Holiday and Memorial Day