



2021-2022 Planning Calendar

Employee _____ Contract Days _____

Base Office _____ Districts Served _____

KEYS:

Holidays

cwd = Classified Staff
(potential) Work Days

lwd = Licensed Staff
(potential) Work Days

Non Workdays

July 2 & 5 -
4th of July Holiday

September 6 -
Labor Day

November 24, 25 & 26 -
Thanksgiving Break

December 23 – January 2
Winter Break

February 21 –
President's Day

May 30 -
Memorial Day

5 days (scheduled with supervisor) -
Spring Break

	M	T	W	TH	F	cwd	lwd	actual
July 2021				1	2			
	5	6	7	8	9			
	12	13	14	15	16			
	19	20	21	22	23			
	26	27	28	29	30			

	M	T	W	TH	F	cwd	lwd	actual
Aug 2021	2	3	4	5	6			
	9	10	11	12	13			
	16	17	18	19	20			
	23	24	25	26	27			
	30	31						

	M	T	W	TH	F	cwd	lwd	actual
Sept 2021			1	2	3			
	6	7	8	9	10			
	13	14	15	16	17			
	20	21	22	23	24			
	27	28	29	30				

	M	T	W	TH	F	cwd	lwd	actual
Oct 2021					1			
	4	5	6	7	8			
	11	12	13	14	15			
	18	19	20	21	22			
	25	26	27	28	29			

	M	T	W	TH	F	cwd	lwd	actual
Nov 2021	1	2	3	4	5			
	8	9	10	11	12			
	15	16	17	18	19			
	22	23	24	25	26			
	29	30						

	M	T	W	TH	F	cwd	lwd	actual
Dec 2021			1	2	3			
	6	7	8	9	10			
	13	14	15	16	17			
	20	21	22	23	24			
	27	28	29	30	31			

	M	T	W	TH	F	cwd	lwd	actual
Jan 2022	3	4	5	6	7			
	10	11	12	13	14			
	17	18	19	20	21			
	24	25	26	27	28			
	31							

	M	T	W	TH	F	cwd	lwd	actual
Feb 2022		1	2	3	4			
	7	8	9	10	11			
	14	15	16	17	18			
	21	22	23	24	25			
	28							

	M	T	W	TH	F	cwd	lwd	actual
Mar 2022		1	2	3	4			
	7	8	9	10	11			
	14	15	16	17	18			
	21	22	23	24	25			
	28	29	30	31				

	M	T	W	TH	F	cwd	lwd	actual
Apr 2022					1			
	4	5	6	7	8			
	11	12	13	14	15			
	18	19	20	21	22			
	25	26	27	28	29			

	M	T	W	TH	F	cwd	lwd	actual
May 2022	2	3	4	5	6			
	9	10	11	12	13			
	16	17	18	19	20			
	23	24	25	26	27			
	30	31						

	M	T	W	TH	F	cwd	lwd	actual
June 2022			1	2	3			
	6	7	8	9	10			
	13	14	15	16	17			
	20	21	22	23	24			
	27	28	29	30				

Final Actual Workdays: CLASSIFIED - 241 LICENSED - 192

- **Agency Closes at 3:00 p.m.** – November 23, 2021; December 22, 2021; April 15, 2022
- Beginning and ending dates of contracts for licensed staff will vary in order that we coordinate our work with our local school districts and maintain the 192-day contract.
- Supervisors will approve individual employees' calendars and will be responsible for changes in individual employee calendars, if needed, to meet the needs of the schools.

Employee _____ (Date)

Approved By _____ (Date)