

**BALLARD COUNTY BOARD OF EDUCATION
2018 - 2019**

- 1 Certified/Classified employees ARE TO SUBMIT A PROPOSED WORKING CALENDAR TO THE CENTRAL OFFICE INDICATING PLANNED WORKING DAYS. Please plan non-working days on non-school days when possible.
- 2 The SIX paid holidays included in the year are: Jul. 4, Sep. 3, Nov. 22, Dec. 25, 2018; Jan. 1, May 27, 2019.
- 3 Your supervisor (principal, etc.) must approve days employee does not work.

	OD / CD - Opening / Closing day					FB - Fall break					NS - No School																	
	H - Holiday					FS / LS - First / Last day students					PD - Professional Dev					SB - Spring break												
	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	# DAYS		
JUL	2	3	H 4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31						22
AUG			1	2	3	6	7	PD 8	PD 9	PD 10	PD 13	OD 14	FS 15	16	17	20	21	22	23	24	27	28	29	30	31		23	
SEP	H 3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28							20	
OCT	1	2	3	4	5	FB 8	FB 9	FB 10	FB 11	FB 12	15	16	17	18	19	22	23	24	25	26	29	30	31				23	
NOV				1	2	5	6	7	8	9	12	13	14	15	16	19	20	PD 21	H 22	NS 23	26	27	28	29	30		22	
DEC	3	4	5	6	7	10	11	12	13	14	17	18	19	NS 20	NS 21	NS 24	H 25	NS 26	NS 27	NS 28	NS 31						21	
JAN		H 1	2	3	4	7	8	9	10	11	14	15	16	17	18	NS 21	22	23	24	25	28	29	30	31			23	
FEB					1	4	5	6	7	8	11	12	13	14	15	PD 18	19	20	21	22	25	26	27	28		20		
MAR					1	4	5	6	7	8	11	12	13	14	PD 15	18	19	20	21	22	25	26	27	28	29	21		
APR	SB 1	SB 2	SB 3	SB 4	SB 5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30				22		
MAY			1	2	3	6	7	8	9	10	13	14	15	16	LS 17	CD 20	21	22	23	24	H 27	28	29	30	31	23		
JUN	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28							20	

TOTAL # DAYS WORKED FOR YEAR: _____

TOTAL # OF DAYS POSSIBLE TO WORK: **260**

Employee's Signature _____ DATE: _____

Position: _____

Supervisor's Signature _____ DATE: _____

of days employed: _____