

2020-2021- Revised 12 Month Administrator & Non Union (Exempt) Staff



MONTH	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	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1
AUGUST			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1
SEPTEMBER	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	
OCTOBER	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1	
NOVEMBER		1	N	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	N			1	
DECEMBER	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1	1		1	1	1	1
JANUARY	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1	1	
FEBRUARY	1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1					
MARCH	1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1
APRIL	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1	1			1	1	1	1	1
MAY			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1	1	1	1
JUNE	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	

- Tuesday, November 3 - Election Day will be a non work-day.

THANKSGIVING WEEK

- Buildings will be closed to the public the week of November 23 - November 27, 2020.
- For Monday, November 23 & Tuesday, November 24, 2020, employees will have the option to either work or use leave time as follows:
Employees may use paid vacation, personal, comp time, or unpaid leave on Monday, November 23, 2020.
Employees may use paid vacation, comp time, or unpaid leave on Tuesday, November 24, 2020 (no personal days before/after holiday).
- Wednesday, November 25th is a non-work day in lieu of Veteran's Day.
- Thursday and Friday, November 26 and 27 are non-work days due to the Thanksgiving holiday.

Work Day	1
Holiday	1
Non-Work Day	N