

**MANAGEMENT LEADERSHIP TEAM/ADMINISTRATIVE EMPLOYEES**

**SUBJECT: Salary Schedule, Work Year, Vacation and Holidays**

2016-2017 WORK YEARS

---

---

WORK DATES

Assigned work periods exclude weekends and holidays.

---

---

SCHOOL RECESSES

Assigned work periods for positions coded B exclude the Thanksgiving, Winter and Spring school recesses except as noted otherwise.

---

---

HOLIDAYS

July 4; September 5; November 11, 23, 24, 25; December 23, 26, 30; January 2, 16; February 13, 20; May 29.

---

---

ANNUAL COMPENSATION

Total annual compensation is determined by multiplying days of work required under the net work days column by the daily rate from appropriate salary schedule placement. Vacation days are excluded in determining annual compensation.

---

---

VACATIONS

Positions coded A are 12 month work year positions entitled to annual vacation as provided by Board Policy. Net work days are listed for computation of annual rates for positions compensated by the daily rate schedule. Net work days would be actual non-vacation days worked if earned vacation was fully used during the year earned.

Positions coded B do not earn vacation.