

TCESC CLASSROOM ASSISTANT WORK CALENDAR 2011 - 2012 — GREEN

Name _____ Program _____ Unit location (District & Building) _____ Date submitted _____ Supervisor/Director Approval _____

SHADED HOLIDAYS:

Labor Day: September 5, 2011	Martin Luther King Day: January 16, 2012
Thanksgiving: November 24 & 25, 2011	Good Friday: April 6, 2012
Christmas: December 23 & 26, 2011	Memorial Day: May 28, 2012
New Year's Day: January 2, 2012	

CLASSROOM DAYS: 178

IN-SERVICE DAYS: 2

<i>Date</i>	<i>Days</i>	<i>Reason</i>
Aug. 16, 2011	1	Convocation

CLERICAL AND/OR PARENT CONFERENCE DAYS: 4

<i>Date</i>	<i>Days</i>	<i>Reason</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL WORK DAYS	184
HOLIDAYS	9
TOTAL PAID DAYS	193

INSTRUCTIONS:

- Place an X on each date you are *not* working.
- Tally the number of work days in each month. The total number of work days must equal 184.
- Submit a copy to your supervisor/director by August 16, 2011.
- Complete a new calendar each time you make revisions. Calendars are available on the TCESC web site under forms.
- Submit all revised copies to the supervisor/director for approval.
- Copy approved calendar to human resources, program secretary, treasurer and supervisor/director.

<p>August 2011</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table> <p style="text-align: right;">23</p>	M	T	W	T	F	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			<p>December 2011</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table> <p style="text-align: right;">20</p>	M	T	W	T	F				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	<p>April 2012</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td></tr> </table> <p style="text-align: right;">20</p>	M	T	W	T	F	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30				
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