_____X_____=_____
Days/Year   Hours/Day   Total Hours
(Include only days scheduled to work including floating holidays)

_____
Employee name

_____
Daily Work Schedule *(ie. M-F, 8:00 a.m.-4:00 p.m.)*

_____
Job Title   Building Location

Form due to Joyce Froh in Human Resources, Central Services Center, by May 10, 2015.

_____
Supervisor's signature   **Total Number of Days**

2015-16 Employee Duty Day Calendar

Independent School District 15 St. Francis, Minnesota

Draw horizontal line through scheduled work days.
Or if working on the PDF version, X out date.

September
- 2-3   Staff Development/District Day
- 4   No School
- 7   No School - Labor Day
- 8   School Starts - 1st Trimester Begins

October
- 15   No School - Education Minnesota
- 16   No School - Education Minnesota

November
- 25   End of 1st Trimester - 55 Days
- 26   No School - Thanksgiving Break
- 27   No School - Thanksgiving Break
- 30   No School

December
- 1   School Resumes - 2nd Trimester Begins
- 24   Winter Break Begins

January
- 4   School Resumes
- 18   No School

February
- 15   No School - Presidents' Day

March
- 3   End of 2nd Trimester - 59 Days
- 4   No School
- 7   School Resumes - 3rd Trimester Begins
- 25-30   No School
- 31   School Resumes

May
- 30   No School - Memorial Day

June
- 3   End of 3rd Trimester - 58 Days

172 STUDENT CONTACT DAYS

This calendar is subject to mandated or voluntary closings.

June 2 & 3 will be canceled if no emergency closings.

★   Paid holidays, school not in session

▲   End of Trimester/Students in class

●   K-12 not in session, staff on duty

▢   School not in session and staff not on duty

Approved 3/24/14

JULY 2015

S	M	T	W	T	F	S
			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	

◀ # of days _____

AUGUST 2015

S	M	T	W	T	F	S
						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					

◀ # of days _____

SEPTEMBER 2015

S	M	T	W	T	F	S
		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			

◀ # of days _____

OCTOBER 2015

S	M	T	W	T	F	S
				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

◀ # of days _____

NOVEMBER 2015

S	M	T	W	T	F	S
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					

◀ # of days _____

DECEMBER 2015

S	M	T	W	T	F	S
		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		

◀ # of days _____

JANUARY 2016

S	M	T	W	T	F	S
					★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						

◀ # of days _____

FEBRUARY 2016

S	M	T	W	T	F	S
	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					

◀ # of days _____

MARCH 2016

S	M	T	W	T	F	S
		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		

◀ # of days _____

APRIL 2016

S	M	T	W	T	F	S
					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

◀ # of days _____

MAY 2016

S	M	T	W	T	F	S
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				

◀ # of days _____

JUNE 2016

S	M	T	W	T	F	S
			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		

◀ # of days _____