



DATE: April 3, 2019

TO: Building Administrators
Superintendent's Expanded Team
Directors, Coordinators, and Supervisors
Building Secretaries
ESC

FROM: Mike Jones
Assistant Superintendent Human Resources

SUBJECT: **WORK YEAR CALENDARS FOR 2019-2020**

The Superintendent's Expanded Team has reviewed and approved the attached 2019-2020 employee work calendars.

- ✓ Twelve-month Administrators, Coordinators & Classified (*Purple*)
- ✓ Twelve-month Custodial & Year Round Child Care (*Green*)
- ✓ Assistant Principals, Elementary/M.S. Principals & Specialists (*Pink*)
- ✓ All Classified Secretaries and Bookkeepers (*Blue*)
- ✓ All Classified working less than twelve-months (*Yellow*)

The work calendars are located on the LPS website under the Calendars tab. Please feel free to make as many copies as your building/department needs. **Hard copies of calendars will not be sent district wide.**

The various schedules follow the same pattern as in recent years. Factors that influence the development of the calendars are as follows:

- The overall schedule as determined by the Board of Education approved district school year calendar.
- The week of Thanksgiving is designated as a non-work week for all employees.
- When assigning a work year calendar to any employee in the work groups listed above, YOU **MUST** SELECT ONE OF THE WORK YEAR RANGES LISTED AT THE BOTTOM OF THOSE CALENDARS. These are the only calendars which will be available within the BusinessPlus system.

Please call Janella Ferrie (303-347-3376) or Mike Jones (303-347-3375) if you have any questions.