

2018-2019
Clarksville-Montgomery County School System
High School Administrative Assistants
Employed 220 Days

July						
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				
						14

August						
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	
						23

September						
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						19

October						
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			
						21

November						
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	
						19

December						
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					20

January						
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		
						20

February						
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		
						19

March						
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						18

April						
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				
						22

May						
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	
						22

June						
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						3

Holidays/Vacation/DOC

- July 12 First Day of Calendar
- September 3 Day Out of Calendar
- October 8 - 10 Vacation Day
- October 11-12 Day Out of Calendar
- November 12 Day Out of Calendar
- November 21 Day Out of Calendar
- November 22 Thanksgiving Day
- November 23 Day Out of Calendar
- December 21 Day Out of Calendar
- December 24 Christmas Eve
- December 25 Christmas Day
- December 26-28 Vacation Day
- December 31 Vacation Day
- January 1 New Year's Day
- January 2 Vacation Day
- January 3-4 Day Out of Calendar
- January 21 Day Out of Calendar
- February 18 Day Out of Calendar
- March 25-26 Vacation Day
- March 27-29 Day Out of Calendar
- April 19 Good Friday
- May 27 Day Out of Calendar
- June 5 Last Day of Calendar

- First Day of Calendar
- 15 Days Out of Calendar
- 5 Holidays
- 10 Vacation Days
- Last Day of Calendar

The number of days worked in the calendar may be revised or reduced due to changes made to the student's calendar

**2018 - 2019 Pay Schedule
High School Administrative Assistants
Employed 220 Days**

Reporting Period	Time Sheets Due To Payroll	Days	Pay Day
Jul 8 - Jul 21	July 24	7	Aug 2
July 22 - Aug 4	Aug 7	10	Aug 16
Aug 5 - Aug 18	Aug 21	10	*Aug 30
Aug 19 - Sept 1	Sept 4	10	*Sept 13
Sept 2 - Sept 15	Sept 18	9	*Sept 27
Sept 16 - Sept 29	Oct 2	10	*Oct 11
Sept 30 - Oct 13	Oct 16	8	*Oct 25
Oct 14 - Oct 27	Oct 30	10	*Nov 8
Oct 28 - Nov 10	Nov 13	10	*Nov 21
Nov 11 - Nov 24	Nov 27	7	*Dec 6
Nov 25 - Dec 8	Dec 11	10	*Dec 20
Dec 9 - Dec 22	Dec 20	9	*Jan 3
Dec 23 - Jan 5	Jan 8	8	*Jan 17
Jan 6 - Jan 19	Jan 22	9	*Jan 31
Jan 20 - Feb 2	Feb 5	10	*Feb 14
Feb 3 - Feb 16	Feb 19	10	*Feb 28
Feb 17 - Mar 2	March 5	9	*March 14
Mar 3 - Mar 16	March 19	10	*March 28
Mar 17 - March 30	April 2	7	*April 11
March 31 - April 13	April 16	10	*April 25
April 14 - April 27	April 30	10	*May 9
April 28 - May 11	May 14	10	*May 23
May 12 - May 25	May 28	10	June 6
May 26 - June 8	June 11	7	June 20

*Insurance Deducted

New employees hired after July 1, 2018 and/or employees leaving before June 30, 2019 are subject to an adjustment on sick leave, personal leave and vacation hours.