

2019-2020
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			12

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

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					20

22

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

18

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				22

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	29

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				19

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						20

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				
						5

Holidays/Required Leave

- July 16 First Day of Calendar
- September 2 Day Out of Calendar
- October 14 -16 Vacation Day
- October 17-18 Day Out of Calendar
- November 11 Day Out of Calendar
- November 27 Day Out of Calendar
- November 28 Thanksgiving Day
- November 29 Day Out of Calendar
- December 23 Vacation Day
- December 24 Christmas Eve
- December 25 Christmas Day
- December 26-31 Vacation Day
- January 1 New Year's Day
- January 2-3 Day Out of Calendar
- January 20 Day Out of Calendar
- February 17 Day Out of Calendar
- March 23-24 Vacation Day
- March 25-27 Day Out of Calendar
- April 10 Good Friday
- May 25 Day Out of Calendar
- June 5 Last Day of Calendar

- 14 First Day of Calendar
- 14 Days Out of Calendar
- 5 Holidays
- 10 Vacation Days
- 5 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

**2019-2020 Pay Schedule
High School Administrative Assistants
Employed 220 Days**

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

*Insurance Deducted