

**ST. PAUL'S R.C.S.S.D. #20
SCHEDULE OF WORKING DAYS AND PUBLIC HOLIDAYS
FOR THE SCHOOL YEAR 2009-2010
FOR HIGH SCHOOL, 10 MONTH SUPPORT STAFF**

**** It is important employees follow the appropriate schedule
as these dates will be used on the Record of Employment**

**1. HIGH SCHOOL SECRETARY, HIGH SCHOOL OFFICE COORDINATOR, ACCOUNTING ASSISTANT, ON
LINE LEARNING REGISTRAR (200 Days)**

Fall Term:	Monday, August 24 to Friday, December 18, inclusive	82
Spring Term:	Monday, January 4 to Wednesday, June 30, inclusive	118
Public Holidays:	September 7, October 12, November 11, December 25 & 28, (in lieu of December 26) January 1, February 15, April 2, April 5, May 24	<u>10</u>
Christmas Break:	December 21 to January 1, inclusive	
Easter Break:	April 2 to April 9, inclusive	
		210

December 21-24 & 29-31, February 16 & 17 (Mid-Winter Break), April 6-9 (Easter) **are not working days** for this group of employees. These employees are not paid for these days.

**2. HIGH SCHOOL EDUCATIONAL ASSISTANT, SPEECH, HEARING & VISUAL/ASSISTANT, PROGRAM
FACILITATOR, INTERPRETER/ASSISTANT, BRAILLE INTERPRETER//TRANSCRIBER, MEDICAL
FACILITATOR, ELDERS (190 Days)**

Fall Term:	Thursday, August 27 to Friday, December 18, inclusive	78
Spring Term:	Monday, January 4 to Friday, June 25, inclusive	112
Public Holidays:	September 7, October 12, November 11, December 25 & 28, (in lieu of December 26) January 1, February 15, April 2, April 5, May 24	<u>10</u>
Christmas Break:	December 21 to January 1, inclusive	
Easter Break:	April 2 to April 9, inclusive	200

September 25, December 21–24 & 29-31, **January 29**, February 16-19 (Mid-winter Break), April 6-9 (Easter), **are not working days** for this group of employees. These employees are not paid for these days.

**3. HIGH SCHOOL LIBRARY TECHNICIAN, HIGH SCHOOL OFFICE COORDINATOR, HIGH SCHOOL
SECRETARY, PROGRAM FACILITATOR, Dispatch Coordinator (207 Days)**

Fall Term:	Friday, August 21 to Friday, December 18, inclusive	83
Spring Term:	Monday, January 4 to Wednesday, June 30, inclusive	124
Public Holidays:	September 7, October 12, November 11, December 25 & 28, (in lieu of December 26) January 1, February 15, April 2, April 5, May 24	<u>10</u>
Christmas Break:	December 21 to January 1, inclusive	
Easter Break:	April 2 to April 5, inclusive	217

December 21-24 & 29-31, **are not working days**. These employees are not paid for these days.
February 16-19 (Mid-winter Break), April 6-9 (Easter) **are working days** with pay.

4. HIGH SCHOOL - LIBRARY CLERK (190 Days)

Fall Term:	Thursday, August 27 to Friday, December 18, inclusive	78
Spring Term:	Monday, January 4 to Friday, June 25, inclusive	112
Public Holidays:	September 7, October 12, November 11, December 25 & 28, (in lieu of December 26) January 1, February 15, April 2, April 5, May 24	<u>10</u>
	December 21 to January 1, inclusive	
	April 2 to April 9, inclusive	200

September 25, December 21-24 & 29-31, **January 29**, February 16-19 (Mid-winter Break), April 6-9 (Easter) **are not working days** for this group of employees. These employees are not paid for these days.

FOR 10 MONTH SUPPORT EMPLOYEES



Revised September 6, 2009

ST. PAUL'S R.C.S.S.D. #20
SCHEDULE OF WORKING DAYS AND PUBLIC HOLIDAYS
FOR THE SCHOOL YEAR 2009-2010
FOR HIGH SCHOOL, 10 MONTH SUPPORT STAFF

**** It is important employees follow the appropriate schedule as these dates will be used on the Record of Employment**

5. HIGH SCHOOL NUTRITION ASSISTANT (185 Days)

Fall Term:	Thursday, August 27 to Friday, December 18, inclusive	78
Spring Term:	Monday, January 4 to Tuesday, June 22, inclusive	107
Public Holidays:	September 7, October 12, November 11, December 25 & 28, (in lieu of December 26) January 1, February 15, April 2, April 5, May 24	<u>10</u>
Christmas Break:	December 21 to January 1, inclusive	
Easter Break:	April 2 to April 9, inclusive	195

September 25, December 21-24 & 29-31, January 26 - 29 (First term exams), February 16-18 (Mid-winter Break), April 6-9 (Easter) **are not working days** for this group of employees. These employees are not paid for these days.

6. CAFETERIA MANAGER (188 Days)

Fall Term:	Thursday, August 27 to Friday, December 18, inclusive	78
Spring Term:	Monday, January 4 to Tuesday, June 22, inclusive	110
Public Holidays:	September 7, October 12, November 11, December 25 & 28, (in lieu of December 26) January 1, February 15, April 2, April 5, May 24	<u>10</u>
Christmas Break:	December 21 to January 1, inclusive	198
Easter Break:	April 2 to April 9, inclusive	

September 25, December 21-24 & 29-31, January 29 (Semester Turnaround), February 16-18 (Mid-winter Break), April 6-9 (Easter) **are not working days** for this group of employees. These employees are not paid for these days.

7. HIGH SCHOOL CAFETERIA ASSISTANT (180 Days)

Fall Term:	Thursday, August 27 to Friday, December 18, inclusive	78
Spring Term:	Monday, January 4 to Friday, June 18, inclusive	102
Public Holidays:	September 7, October 12, November 11, December 25 & 28, (in lieu of December 26) January 1, February 15, April 2, April 5, May 24	<u>10</u>
Christmas Break:	December 21 to January 1, inclusive	
Easter Break:	April 2 to April 9, inclusive	190

September 25, December 21-24 & 29-31, January 21-29 (First Term Exams), February 16-18 (Mid-winter Break), April 6-9 (Easter) **are not working days** for this group of employees. These employees are not paid for these days.

FOR 10 MONTH SUPPORT EMPLOYEES