



REVISED CUSTODIAN & MAINTENANCE CALENDER 2021-2022

Number of Paid Workdays

260 total paid days (includes paid holidays)

Beginning and Ending Dates

September 1, 2021

August 31, 2022

Paid Holidays

DATES	HOLIDAYS	NUMBER OF PAID HOLIDAYS
September 6, 2021	Labor Day	1
October 11, 2021	Columbus Day	1
*November 25, 2021	Thanksgiving	1
December 24, 2021 – January 3, 2022	Winter Break	7
January 17, 2022	Martin Luther King Day	1
February 21, 2022	Presidents Day	1
April 15, 2022	Good Friday	1
May 30, 2022	Memorial Day	1
July 4, 2022	Fourth of July	1
Total Paid Holidays		15

***NOTE: There is one extra rest day in the calendar for the 260-day employees this year. Please note that Friday, November 26, 2021 will be taken off as a non-work day.**

SPECIAL NOTICES

The two checks received in August 2021 are from the 2020-2021 school year.

Absences keyed for the September 15th paycheck are absences from the last two weeks in August.

New year state and local days are effective September 1, 2021.

New year salary adjustments are paid on the September 15th paycheck.

Each employee is responsible for scanning in and out of Kronos timekeeping. All regular and overtime hours are calculated based upon employee's scan in and out times.

ALL OVERTIME INPUT SHOULD BE COMPLETED BY THE SECOND DAY AFTER THE PAY DAY ENDS.