### 2006-2007 Charlotte-Mecklenburg Schools Employee Calendar

**JULY 2006**

- **4**  Holiday for 12-month employees

**AUGUST 2006**

- **14-16**  New Teacher Orientation
- **18**  OPTIONAL Teacher Workday (protected for school use); School-based Inservice
- **21**  REQUIRED FOR ELEMENTARY SCHOOL Teacher Workday (protected for Central Office use); Central Inservice; OPTIONAL FOR SECONDARY (protected for school use); School-based Inservice
- **22**  REQUIRED FOR SECONDARY Teacher Workday (protected for Central Office use); Central Inservice; OPTIONAL FOR ELEMENTARY (protected for school use); School-based Inservice
- **24**  OPTIONAL Protected Teacher Workday; school use for administrative and instructional duties
- **25**  First day for students; first quarter begins

**SEPTEMBER 2006**

**OCTOBER 2006**

**NOVEMBER 2006**

- **7**  Distribution of Report Cards
- **10**  Veterans Day Holiday
- **22**  Annual Leave Day
- **23-24**  Thanksgiving Holidays
- **30**  Mid-quarter progress reports distributed

**DECEMBER 2006**

**JANUARY 2007**

**FEBRUARY 2007**

**MARCH 2007**

**APRIL 2007**

**MAY 2007**

**JUNE 2007**

**Legend:**

- **Q**  Make-up Days
- **W**  Workdays
- **A**  Annual Leave Days
- **H**  Holidays
- **P**  Protected Days
- **S**  School Days
- **T**  Total Days

**NOTE:** Each school will designate 6 of the OPTIONAL teacher workdays as REQUIRED for staff of that school. The 6 required days do not have to be the same for all staff members. The protected workday in June will be set by the school leadership team to be either June 12 or 13.
Inclement Weather Procedures Overview

Each year, make-up days for school students and staff are built into the school calendar, indicating whether the day will be an optional teacher workday or a required annual leave day. Media announcements (television and radio stations, CMS-TV Cable 3, and CMS website www.cms.k12.nc.us) will also indicate the type of day. All announcements will be made by 5:30 a.m.

The following codes will be used:

**CODE A: Optional Teacher Workday**

- **All 11 and 12-month employees** will report to work, use annual leave, use personal leave (teachers) or take the day without pay. 11 and 12-month employees do not have a make-up option.

- **10-month employees** (i.e., teachers, teacher assistants, ten-month secretaries, etc.) choose one of the following five options:
  - ✓ Report to work.
  - ✓ Use annual leave.
  - ✓ Use personal leave (teachers).
  - ✓ Take the day without pay.
  - ✓ Make up the time on specified make-up days only. (The specified make-up days are scheduled annually and usually occur within the first five days following the end of the teacher calendar. Employees should not select the make-up option unless they can commit to work on the specified make-up days. Employees who select the make-up option and do not work will be charged for a day without pay and will not be able to use sick leave or annual leave.)

- **9-month employees** with available annual leave may take an annual leave day. All other 9-month employees will take the day without pay.

**CODE B: Required Annual Leave Day**

- All 11 and 12-month employees will report to work, use annual leave or can take the day without pay.

- **9-month employees** will use available annual leave or take the day without pay.

- **10-month employees not subject to required annual leave days** (i.e. secretaries) follow the option of eleven and twelve month employees.

- **10-month employees subject to required annual leave days** (i.e. teachers, teacher assistants) are required to use annual leave on this day. Employees who are required to take leave do not have a make-up option for the required day.

**CODE C: Essential Personnel Only**

Code C indicates extremely hazardous weather and is reserved for rare instances designated as emergency circumstances by the Superintendent. Only essential personnel designated by the Superintendent or his designee are to report to work, provided they are able to travel safely.

For more information, call 980-343-7450.

### TEACHERS/TEACHER ASSISTANTS WITH

<table>
<thead>
<tr>
<th>Annual Leave Days Earned*</th>
</tr>
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<tbody>
<tr>
<td>Less than 2 years of service</td>
</tr>
<tr>
<td>2 but less than 5 years of service</td>
</tr>
<tr>
<td>5 but less than 10 years of service</td>
</tr>
<tr>
<td>10 years but less than 15 years of service</td>
</tr>
<tr>
<td>15 years but less than 20 years of service</td>
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<tr>
<td>20 or more years of service</td>
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</tbody>
</table>

*Note: Ten annual leave days are built into the calendar each year.

### EMPLOYEE HOLIDAYS

- **July 4 - Independence Day (12 month personnel only)**
- **September 4 - Labor Day**
- **November 10 - Veteran’s Day**
- **November 23-24 - Thanksgiving**
- **December 25-26, 29 - Winter Break**
- **January 1 - New Year’s Holiday**
- **January 15 - King Holiday**
- **April 6 - Spring Holiday**

#### 1ST QUARTER – 39 days

- **Begin:** August 25, 2006
- **End:** October 20, 2006

#### 2ND QUARTER – 51 days

- **Begin:** October 25, 2006
- **End:** January 19, 2007

#### 3RD QUARTER – 42 days

- **Begin:** January 23, 2007
- **End:** March 22, 2007

#### 4TH QUARTER – 48 days

- **Begin:** March 26, 2007
- **End:** June 8, 2007