### 2011-2012 Employee Calendar

#### July 2011
- **4** Independence Day holiday for all 12-month employees (All schools and offices closed)

#### August 2011
- **15 – 17** New teacher orientation
- **18** OPTIONAL OR REQUIRED Teacher Workday (School use)
- **19** REQUIRED FOR ELEMENTARY Teacher Workday (Central office use)
- **19** OPTIONAL OR REQUIRED FOR SECONDARY Teacher Workday (School use)
- **22** REQUIRED FOR SECONDARY Teacher Workday (Central office use)
- **23** OPTIONAL OR REQUIRED FOR ELEMENTARY Teacher Workday (School use)
- **24** OPTIONAL OR REQUIRED Teacher Workday - school use (Protected for professional organizations from 1 p.m. until 4 p.m.)
- **25** First day for students; First quarter begins

#### September 2011
- **5** Labor Day holiday (All schools and offices closed)
- **21-22** Mid-quarter progress reports distributed

#### October 2011
- **27** First quarter ends (45 days)
- **28** OPTIONAL OR REQUIRED Protected teacher workday (School use for administrative and instructional duties); Parent conferences
- **31** Second quarter begins

#### November 2011
- **10** Report cards distributed: elementary and secondary
- **11** Veterans Day holiday (All schools and offices closed)
- **23 – 25** Thanksgiving Break holiday (All schools and offices closed)

#### December 2011
- **7 – 8** Mid-quarter progress reports distributed
- **19** OPTIONAL OR REQUIRED Teacher Workday (School use)
- **20** OPTIONAL OR REQUIRED Teacher Workday (School use)
- **21 – 22** Annual leave (Central offices open; schools closed)
- **23 – 26** Winter Break holiday (All schools and offices closed)
- **27 – 30** Annual leave (Central offices open; schools closed)

#### January 2012
- **16** Martin Luther King, Jr. holiday (All schools and offices closed)
- **20** Second quarter ends (45 days)
- **23** OPTIONAL OR REQUIRED Protected Teacher Workday (School use for administrative and instructional duties)
- **24** Third quarter begins

#### February 2012
- **2** Report cards distributed
- **20** REQUIRED Teacher Workday (Central office in-service use)
- **21** OPTIONAL OR REQUIRED Teacher Workday (School use)
- **27 – 28** Mid-quarter progress reports distributed

#### March 2012
- **29** Third quarter ends (46 days)
- **30** OPTIONAL OR REQUIRED Protected Teacher Workday (School use for administrative and instructional duties)

#### April 2012
- **2 – 5** Spring Break / Annual leave (Central offices open; schools closed)
- **6** Good Friday holiday (All schools and offices closed)
- **17** Report cards distributed

#### May 2012
- **7 – 8** Mid-quarter progress reports distributed
- **28** Memorial Day holiday (All schools and offices closed)

#### June 2012
- **8** Last day for students; fourth quarter ends (44 days); Report cards distributed: elementary
- **11** OPTIONAL OR REQUIRED Protected Teacher Workday (School use for administrative and instructional duties)
- **12** OPTIONAL OR REQUIRED Teacher Workday (School use)
- **13** OPTIONAL OR REQUIRED Teacher Workday (School use)
- **9 – 13** Graduation ceremonies
- **18** Report cards distributed: secondary

#### Make-Up Days:
- **1. Dec. 19**
- **2. Dec. 20**
- **3. Feb. 21**
- **4. Feb. 20**
- **5. May 28**

**Legend:**
- 5. May 28: 10. April 5

(Days will be used in the order shown.)
Purpose and Use of Workdays
Two workdays for elementary schools and two workdays for secondary schools are designated by the Charlotte-Mecklenburg Board of Education as required. At least seven days must be optional workdays. Principals may designate up to six days of the remaining days as required. Working with the school improvement team, principals must determine the purpose for each day. Days may be scheduled and planned for different purposes for different personnel. There is no requirement to schedule the same dates for all personnel.

Severe Weather Procedures Overview
CMS now has the option of operating with a two-hour delay. The two-hour delay is a transportation option that affects bus drivers and students. Schools will open two hours late; the ending bell schedules do not change. All employees except bus drivers will report to work at the usual time. Each principal will develop a modified bell schedule that begins two hours later than normal and ends at the regularly scheduled time.

In the event that schools do not open during severe weather, make-up days for students and staff are built into the school calendar. The days are listed as either optional teacher workdays, holidays or required annual leave days. Media announcements [television and radio stations, and CMS website (www.cms.k12.nc.us) and Intranet] 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. Eleven and 12-month employees do not have a make-up option.
- 10-month employees (i.e., teachers, teacher assistants, 10-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.)
- Nine-month employees with available annual leave may take an annual leave day. All other nine-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 take the day without pay.
- Nine-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 11- and 12-month employees.
- 10-month employees subject to required annual leave days (i.e. teachers, teacher assistants) are required to use annual leave. 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.

### ANNUAL LEAVE DAYS EARNED

<table>
<thead>
<tr>
<th>Employees With:</th>
<th>10-Month Employees</th>
<th>12-Month Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 2 years of service</td>
<td>10</td>
<td>12</td>
</tr>
<tr>
<td>2 years but less than 5 years of service</td>
<td>11.5</td>
<td>13.8</td>
</tr>
<tr>
<td>5 years but less than 10 years of service</td>
<td>14</td>
<td>16.8</td>
</tr>
<tr>
<td>10 years but less than 15 years of service</td>
<td>16.5</td>
<td>19.8</td>
</tr>
<tr>
<td>15 years but less than 20 years of service</td>
<td>19</td>
<td>22.8</td>
</tr>
<tr>
<td>20 or more years of service</td>
<td>21.5</td>
<td>25.8</td>
</tr>
</tbody>
</table>

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

### EMPLOYEE HOLIDAYS

- **1ST QUARTER – 45 days**
  - Begins: August 25
  - Ends: October 27
- **2ND QUARTER – 45 days**
  - Begins: October 31
  - Ends: January 20
- **3RD QUARTER – 46 days**
  - Begins: January 24
  - Ends: March 29
- **4TH QUARTER – 44 days**
  - Begins: April 9
  - Ends: June 8

In compliance with federal law, Charlotte-Mecklenburg Schools administers all educational programs, employment activities and admissions without discrimination against any person on the basis of gender, race, color, religion, national origin, age or disability.
Charlotte-Mecklenburg Schools 2011-2012 Calendar

1st Quarter - 45
2nd Quarter - 45
3rd Quarter - 46
4th Quarter - 44

180 School Days

First Day of School - Aug. 25
Last Day of School - June 8
Graduation Dates -

Workdays
Required Workdays: See attached
Makeup Days: Dec. 19
Dec. 20
Feb. 21
Feb. 20
May 28
March 30
April 2
April 3
April 4
April 5

Annual Leave Days
July 4 is a holiday for 12 month employees only

Holidays

Last day of Quarter

Protected teacher workday

(Days will be used in the order shown.)