

**BALLARD COUNTY BOARD OF EDUCATION
2023 - 2024**

- 1 Certified/Classified employees ARE TO SUBMIT A PROPOSED WORKING CALENDAR TO THE CENTRAL OFFICE INDICATING PLANNED WORKING DAYS. Please plan non-working days on non-school days when possible.
- 2 The SIX paid holidays included in the year are: Jul. 4, Sep. 4, Nov. 23, Dec. 25, Jan. 1, 2024; May 29, 2024.
- 3 Your supervisor (principal, etc.) must approve days employee does not work.

	OD / CD - Opening / Closing day					FS / LS - First / Last day students					PD - Professional Dev					FB - Fall break			SB - Spring break			NS - No School			# DAYS		
	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	# DAYS	
JUL	3	H 4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31						21
AUG		1	2	3	OD 4	7	PD 8	PD 9	FS 10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31			23
SEP					1	H 4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29		21
OCT	FB 2	FB 3	FB 4	FB 5	FB 6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31					22
NOV			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	PD 22	H 23	PD 24	27	28	29	30			22
DEC					1	4	5	6	7	8	11	12	13	14	15	NS 18	NS 19	NS 20	NS 21	NS 22	H 25	NS 26	NS 27	NS 28	NS 29		21
JAN	H 1	2	3	4	5	8	9	10	11	12	NS 15	16	17	18	19	22	23	24	25	26	29	30	31				23
FEB				1	2	5	6	7	8	9	12	13	14	15	16	PD 19	20	21	22	23	26	27	28	29			21
MAR					1	4	5	6	7	8	11	12	13	14	PD 15	18	19	20	21	22	25	26	27	28	NS 29	21	
APR	SB 1	SB 2	SB 3	SB 4	SB 5	PD 8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30				22	
MAY			1	2	3	6	7	8	9	10	13	14	15	16	LS 17	CD 20	21	22	23	24	H 27	28	29	30	31	23	
JUN	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28							20

TOTAL # DAYS WORKED FOR YEAR: _____

TOTAL # OF DAYS POSSIBLE TO WORK: **260**

Employee's Signature _____ DATE: _____

Position: _____

Supervisor's Signature _____ DATE: _____

of days employed: _____