



2006-2007 CHARLOTTE-MECKLENBURG SCHOOLS EMPLOYEE CALENDAR

JULY 2006 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	AUGUST 2006 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	SEPTEMBER 2006 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	OCTOBER 2006 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	NOVEMBER 2006 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	DECEMBER 2006 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
JANUARY 2007 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	FEBRUARY 2007 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	MARCH 2007 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	APRIL 2007 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	MAY 2007 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	JUNE 2007 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

July 2006 4 Holiday for 12-month employees	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	9 OPTIONAL Teacher Workday 10 Distribution of report cards
August 2006 14-16 New Teacher Orientation 17 OPTIONAL Teacher Workday 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 23 OPTIONAL Teacher Workday (protected for Professional Organization Meetings until 11:00 am; 11:00 am – 3:00 pm, CMS Wellness Fair) 24 OPTIONAL Protected Teacher Workday; school use for administrative and instructional duties 25 First day for students; first quarter begins	December 2006 1 Mid-quarter progress reports distributed 22 Annual leave day 25-26 Winter Break Holidays 27-28 Annual leave days 29 Winter Break Holiday	May 2007 7-8 Mid-quarter progress reports distributed 28 Annual leave day
September 2006 4 Labor Day Holiday 21-22 Mid-quarter progress reports distributed	January 2007 1 New Year's Holiday 15 King Holiday 19 Second quarter ends (51 days) 22 OPTIONAL Protected Teacher Workday; school use for administrative and instructional duties 23 Third quarter begins	June 2007 8 Last day for students; fourth quarter ends (48 days); Distribution of Elementary Report Cards 11 OPTIONAL Protected Teacher Workday (protected for school use) 12 OPTIONAL Teacher Workday; school use for administrative and instructional duties 13 OPTIONAL Teacher Workday; school use for administrative and instructional duties
October 2006 2 OPTIONAL Teacher Workday (protected for school use) 20 First quarter ends (39 days) 23 OPTIONAL Teacher Workday (protected for school use) 24 OPTIONAL Protected Teacher Workday; school use for administrative and instructional duties 25 Second quarter begins	February 2007 5 Distribution of report cards 19 Annual leave day 20-21 Mid-quarter progress reports distributed	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 on either June 12 or 13.
March 2007 22 Third quarter ends (42 days) 23 OPTIONAL Protected Teacher Workday; school use for administrative and instructional duties 26 Fourth quarter begins	April 2007 2-5 Annual leave days 6 Spring Holiday	Make-up Days: November 22, 2006 February 19, 2007 April 9, 2007 May 28, 2007 April 2 or June 11, 2007 April 3, 2007 Quarter Ends Q
		Legend: 10 Workdays ▲ 10 Annual Leave Days ● 10 Holidays ■ 5 Protected Days ▲ 180 School Days 215 Total Days

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

ANNUAL LEAVE DAYS EARNED*

Less than 2 years of service	10
2 but less than 5 years of service	11 1/2
5 but less than 10 years of service	14
10 years but less than 15 years of service	16 1/2
15 years but less than 20 years of service	19
20 or more years of service	21 1/2

*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

Begins: August 25, 2006
 Ends: October 20, 2006

2ND QUARTER – 51 days

Begins: October 25, 2006
 Ends: January 19, 2007

3RD QUARTER – 42 days

Begins: January 23, 2007
 Ends: March 22, 2007

4TH QUARTER – 48 days

Begins: March 26, 2007
 Ends: June 8, 2007



The Charlotte-Mecklenburg School System does not discriminate against any person on the basis of sex, national origin, race, ethnic background, color, religion, age or disability in any of its educational or employment programs or activities.