

GENERAL OFFICE SECRETARIES (GOS)

Timesheet	Calendar	TIMESHEET & PAYROLL	ATTENDANCE PERIODS	WORK	PAID	TOTAL PAID	NON PAID	APPROVAL	For APECS use only 10.SGS	Total all Days
Pay Period	Pay Period	Calendar Days in Pay Period	DAYS	HOLIDAYS	DAYS	DAYS	DEADLINE	PAY DAY		
1	1	7/1/2020	7/3/2020	0.00		0.00	3.00	07/03/20	07/10/20	3.00
2	2	7/4/2020	7/17/2020	0.00		0.00	10.00	07/17/20	07/24/20	10.00
3	3	7/18/2020	7/31/2020	3.00		3.00	7.00	07/31/20	08/07/20	10.00
4	4	8/1/2020	8/14/2020	10.00		10.00		08/14/20	08/21/20	10.00
5	5	8/15/2020	8/28/2020	10.00		10.00		08/28/20	09/04/20	10.00
6	6	8/29/2020	9/11/2020	9.00	1.00	10.00		09/11/20	09/18/20	10.00
7	7	9/12/2020	9/25/2020	10.00		10.00		09/25/20	10/02/20	10.00
8	8	9/26/2020	10/9/2020	10.00		10.00		10/09/20	10/16/20	10.00
9	9	10/10/2020	10/23/2020	5.00	3.00	8.00	2.00	10/23/20	10/30/20	10.00
10	10	10/24/2020	11/6/2020	10.00		10.00		11/06/20	11/13/20	10.00
11	11	11/7/2020	11/20/2020	9.00	1.00	10.00		11/20/20	11/27/20	10.00
12	12	11/21/2020	12/4/2020	5.00	2.00	7.00	3.00	12/04/20	12/11/20	10.00
13	13	12/5/2020	12/18/2020	10.00		10.00		12/18/20	12/23/20	10.00
14	14	12/19/2020	1/1/2021	0.00	6.00	6.00	4.00	01/01/21	01/08/21	10.00
15	15	1/2/2021	1/15/2021	10.00		10.00		01/15/21	01/22/21	10.00
16	16	1/16/2021	1/29/2021	9.00	1.00	10.00		01/29/21	02/05/21	10.00
17	17	1/30/2021	2/12/2021	10.00		10.00		02/12/21	02/19/21	10.00
18	18	2/13/2021	2/26/2021	10.00		10.00		02/26/21	03/05/21	10.00
19	19	2/27/2021	3/12/2021	10.00		10.00		03/12/21	03/19/21	10.00
20	20	3/13/2021	3/26/2021	10.00		10.00		03/26/21	04/02/21	10.00
21	21	3/27/2021	4/9/2021	5.00	5.00	10.00		04/09/21	04/16/21	10.00
22	22	4/10/2021	4/23/2021	9.00	1.00	10.00		04/23/21	04/30/21	10.00
23	23	4/24/2021	5/7/2021	10.00		10.00		05/07/21	05/14/21	10.00
24	24	5/8/2021	5/21/2021	10.00		10.00		05/21/21	05/28/21	10.00
25	25	5/22/2021	6/4/2021	9.00	1.00	10.00		06/04/21	06/11/21	10.00
26	26	6/5/2021	6/18/2021	10.00		10.00		06/18/21	06/25/21	10.00
27	27	6/19/2021	6/30/2021	3.00		3.00	5.00	07/02/21	07/09/21	8.00
				206.00	21.00	227.00	34.00		07/24/20	261.00

Start date is 7/29/2020 and end date is 6/23/2021

Timesheets must be approved by department heads/school principals by noon unless otherwise instructed.

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday (per Board policy and your job class) in order to receive holiday pay.

HOLIDAYS / VACATION

Labor Day	September 7, 2020	1.00
Fall Break -	Oct. 14-16, 2020	3.00
Veterans Day	November 11, 2020	1.00
Thanksgiving	November 26, 27, 2020	2.00
Winter Break- Paid Days	Dec 22-25, 31, Jan 1, 2021	6.00
Martin Luther King, Jr Day	January 18, 2021	1.00
Spring Break	March 29 - April 1, 2021	4.00
Good Friday	April 2, 2021	1.00
Memorial Day	May 31, 2021	1.00
Total Holidays		20.00

Non-work/Non Paid

Fall Break Oct. 12-13, 2020	2.00
Thanksgiving Nov. 23-25, 2020	3.00
Winter Break-Dec. 21, 28-30, 2020	4.00
Total	9.00