

American Academy
Employee Working Days

WORKING DAYS EACH MONTH: 2019-2020

	EDS/DEDS/HR Manager	CFO	Executive Support Team / Operations / Business Services / Facilities / Registrar	Academic Leadership (Principals, Dept. Leads)	Operations / IT Dept (not including Library Asst) / Facilities / Payroll	Assistants	IA's, Front Office	TEACHERS
July	17 17 days add'l	17 17 days add'l	8 8 days add'l	10 10 days add'l	15 15 days add'l	0	0	0 NEW TEACHERS: AUGUST 5TH - 9TH - 5 DAYS add'l THAN RETURNING
August	22 7 days add'l	22 7 days add'l	27 7 days add'l	22 7 days add'l	22 7 days add'l	20 5 days add'l	20 5 days add'l	15 RETURNING TEACHERS: AUGUST 12TH
September	20	20	19	20	20	19 1 day less	19 1 day less	20
October	18	18	18	18	20 2 days add'l	18	18	18
November	16	16	15	16	18 2 days add'l	15 1 day less	15 1 day less	16
December	14	14	14	14	16 2 days add'l	14	14	14
January	19	19	19	19	19	18 1 day less	18 1 day less	19
February	19	19	18	19	19	18 1 day less	18 1 day less	19
March	17	17	17	17	18 1 day add'l	17	17	17
April	22	22	21	22	22	21 1 day less	21 1 day less	22
May	20 4 days add'l	20 4 days add'l	24 4 days add'l	20 4 days add'l	20 4 days add'l	16	20 4 days add'l	16
June	15 15 days add'l	20 20 days add'l	4 4 days add'l	5 5 days add'l	15 15 days add'l	0	0	0
18/19 Working Days	219	224	204	202	224	176 Last Day Worked	180 Last Day Worked	176 Last Day Worked May 22
DIFFERENCE compared to 18-19	205		200	200	223	175	179	175 177 New; 175 Returning Teacher
DIFFERENCE compared to 18-19	14 Days 6.8% Percentage		4 Days 2.0% Percentage	2 Days 1.0% Percentage	1 Days 0.4% Percentage	1 Days 0.6% Percentage	1 Days 0.6% Percentage	1 Days 0.6% Percentage

181 New Teachers
176 Returning Teachers

*Note: working days outside of the above plan may be agreed to, due to extenuating circumstances, at the discretion of the EDS (with employee signature).