Policy #:	**HRS.250.2**
Policy Title:	Annual Calendar, Schedule, & Timecards
Approval Date:	4/26/21
Review Date:	N/A
Related Documents:	MVCS Calendar

ANNUAL CALANDAR

MVCS bases its calendar on the D51 calendar each year, adjusting as appropriate for our unique school needs. The calendar is approved by the BOD and includes an established range of days per employee type as follows:

- Building & Maintenance = 217 ± 1 day
- Admin & SST = 202-207 ± 1 day (depending on specific job title)
- AAs and Teachers = 200 ± 1 day
- FAs = 192 ± 1 day

MVCS has set breaks during the following times; others days may also be off, depending on the needs of the calendar. Common additional breaks are Fall break, Martin Luther King Jr. Day, and Presidents' Day. Staff needing to work during break times (typically summer break) either have that taken into consideration in their salary calculation or will be compensated.

- Labor Day (1 day)
- Thanksgiving (minimum 3 days)
- Winter Break (typically 2 weeks)
- Spring Break (typically 1 week)
- Memorial Day (1 day)
- Summer Break

Severe weather may cause MVCS to close for business on a regularly-scheduled business day. MVCS follows D51's decision-making for weather-related closures. Alerts will be given to staff and families in such instances.

SCHEDULE

With the exception of the Office Manager, staff members have the option of working offsite for a portion of their hours. Each semester, they are required to set office hours when they will be available in the MVCS building. These office hours include when the employee is regularly expected to be at MVCS, including meetings and teaching time (if relevant). The Director approves employee on-site hours and may allow a lower or require a greater amount of on-site hours. The minimum hour requirements for each type of position are in the table below:

Position Type	% of Hours Required on Site
Office Manager Building & Maintenance	100%
Other Administrative	80%
SST & AAs	65%
Teacher	55%
Family Advisor	25%

TIMECARDS

Employees must complete a monthly time card showing their working hours both in and out of the office. Time cards must be turned into the Business Manager by the 5th of each month unless a different date is chosen due to holiday closures.