

10 MONTH SECRETARY / 2022-2023 CALENDAR

10 MO. SECRETARY
210 DAYS

 = PAID HOLIDAY

Works all Teacher Work days and Conference days plus 14 days split between the beginning and end of school year

JOB CALENDAR:
10S

PAY GROUP:
S2

August 2022						
S	M	T	W	Th	F	S
	1	2	3	4	5	
	8	9	10	11	12	
	15	16	17	18	19	
	22	23	24	25	26	
	29	30	31			
Days: 23						

February 2023						
S	M	T	W	Th	F	S
			1	2	3	
	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	
	27	28				
Days: 20						

September 2022						
S	M	T	W	Th	F	S
				1	2	
	5	6	7	8	9	
	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28	29	30	
Days: 22						

March 2023						
S	M	T	W	Th	F	S
			1	2	3	
	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	
	27	28	29	30	31	
Days: 23						

October 2022						
S	M	T	W	Th	F	S
	3	4	5	6	7	
	10	11	12	13	14	
	17	18	19	20	21	
	24	25	26	27	28	
	31					
Days: 21						

April 2023						
S	M	T	W	Th	F	S
	3	4	5	6	7	
	17	18	19	20	21	
	24	25	26	27	28	
Days: 15						

November 2022						
S	M	T	W	Th	F	S
		1	2	3	4	
	7	8	9	10	11	
	14	15	16	17	18	
	21	22		24	25	
	28	29	30			
Days: 21						

May 2023						
S	M	T	W	Th	F	S
	1	2	3	4	5	
	8	9	10	11	12	
	15	16	17	18	19	
	22	23	24	25	26	
	29	30	31			
Days: 23						

December 2022						
S	M	T	W	Th	F	S
				1	2	
	5	6	7	8	9	
	12	13	14	15	16	
	19	20	21		23	
	26					
Days: 17						

June 2023						
S	M	T	W	Th	F	S
				1	2	
	5					
Days: 3						

January 2023						
S	M	T	W	Th	F	S
	2	3	4	5	6	
	9	10	11	12	13	
	16	17	18	19	20	
	23	24	25	26	27	
	30	31				
Days: 22						

July 2023						
S	M	T	W	Th	F	S
Days: 0						

The calculation for stretch pay is as follows:

Hourly rate x contracted hours = Daily Rate

Daily Rate x # of days in calendar = Salary

Salary divided by number of pays = Per Pay Amount (26 per year)