



8701 Otterburn Road, Suite 101  
 Amelia Court House, Virginia 23002

Lori Harper, Ed.D.  
 Division Superintendent

Phone: 804/561-2621  
 Fax: 804/561-3057

Schedule of Work Days by Contract and Pay Dates  
 2020-2021

**TEN-MONTH EMPLOYEES: Instructional Staff**

Month	Work Days	Number of Days
July 2020	(New Teachers) 30, 31	2
August 2020	3, 4, 5, 6, 7, 10, 11, 12, 13, 14, 17, 18, 19, 20, 21, 24, 25, 26, 27, 28, 31	21
September 2020	1, 2, 3, 8, 9, 10, 11, 14, 15, 16, 17, 18, 21, 22, 23, 24, 25, 28, 29, 30	20
October 2020	1, 2, 5, 6, 7, 8, 9, 12, 13, 14, 15, 16, 19, 20, 21, 22, 23, 26, 27, 28, 29, 30	22
November 2020	2, 3, 4, 5, 6, 9, 10, 11, 12, 13, 16, 17, 18, 19, 20, 23, 24, 30	18
December 2020	1, 2, 3, 4, 7, 8, 9, 10, 11, 14, 15, 16, 17, 18	14
January 2021	4, 5, 6, 7, 8, 11, 12, 13, 14, 15, 19, 20, 21, 22, 25, 26, 27, 28, 29	19
February 2021	1, 2, 3, 4, 5, 8, 9, 10, 11, 12, 16, 17, 18, 19, 22, 23, 24, 25, 26	19
March 2021	1, 2, 3, 4, 5, 8, 9, 10, 11, 12, 15, 16, 17, 18, 19, 22, 23, 24, 25, 26, 29, 30, 31	23
April 2021	1, 12, 13, 14, 15, 16, 19, 20, 21, 22, 23, 26, 27, 28, 29, 30	16
May 2021	3, 4, 5, 6, 7, 10, 11, 12, 13, 14, 17, 18, 19, 20, 21, 24, 25, 26, 27, 28	20
Other	2 parent teacher conference nights (extended work days)	1
Contracted Days = 200		<b>195/193</b>

**TEN-MONTH EMPLOYEES: Paraprofessional Staff**

Month	Work Days	Number of Days
August 2020	3, 12, 13, 14, 17, 18, 19, 20, 21, 24, 25, 26, 27, 28, 31 (plus 2 additional days to include either 4, 5, 6, 7, 10, or 11- admin determination)	17
September 2020	1, 2, 3, 8, 9, 10, 11, 14, 15, 16, 17, 18, 21, 22, 23, 24, 25, 28, 29, 30	20
October 2020	1, 2, 5, 6, 7, 8, 9, 12, 13, 14, 15, 16, 19, 20, 21, 23, 26, 27, 28, 29, 30	21
November 2020	2, 4, 5, 6, 9, 10, 11, 12, 13, 16, 17, 18, 19, 20, 23, 24, 30	17
December 2020	1, 2, 3, 4, 7, 8, 9, 10, 11, 14, 15, 16, 17, 18	14
January 2021	4, 5, 6, 7, 8, 11, 12, 13, 14, 15, 19, 20, 21, 22, 25, 26, 27, 28, 29	19
February 2021	1, 2, 3, 4, 5, 8, 9, 10, 11, 12, 16, 17, 18, 19, 22, 23, 24, 25, 26	19
March 2021	1, 2, 3, 4, 5, 8, 9, 10, 11, 15, 16, 17, 18, 19, 22, 23, 24, 25, 26, 29, 30, 31	22
April 2021	1, 12, 13, 14, 15, 16, 19, 20, 21, 22, 23, 26, 27, 28, 29, 30	16
May 2021	3, 4, 5, 6, 7, 10, 11, 12, 13, 14, 17, 18, 19, 20, 21, 24, 25, 26 (plus 1 additional day to include either 27 or 28- admin determination)	19
Contracted Days = 184		<b>184</b>

**ELEVEN-MONTH EMPLOYEES**

<b>Month</b>	<b>Work Days</b>	<b>Number of Days</b>
August 2020	3, 4, 5, 6, 7, 10, 11, 12, 13, 14, 17, 18, 19, 20, 21, 24, 25, 26, 27, 28, 31	<b>21</b>
September 2020	1, 2, 3, 8, 9, 10, 11, 14, 15, 16, 17, 18, 21, 22, 23, 24, 25, 28, 29, 30	<b>20</b>
October 2020	1, 2, 5, 6, 7, 8, 9, 12, 13, 14, 15, 16, 19, 20, 21, 22, 23, 26, 27, 28, 29, 30	<b>22</b>
November 2020	2, 3, 4, 5, 6, 9, 10, 11, 12, 13, 16, 17, 18, 19, 20, 23, 24, 30	<b>18</b>
December 2020	1, 2, 3, 4, 7, 8, 9, 10, 11, 14, 15, 16, 17, 18	<b>14</b>
January 2021	4, 5, 6, 7, 8, 11, 12, 13, 14, 15, 19, 20, 21, 22, 25, 26, 27, 28, 29	<b>19</b>
February 2021	1, 2, 3, 4, 5, 8, 9, 10, 11, 12, 16, 17, 18, 19, 22, 23, 24, 25, 26	<b>19</b>
March 2021	1, 2, 3, 4, 5, 8, 9, 10, 11, 12, 15, 16, 17, 18, 19, 22, 23, 24, 25, 26, 29, 30, 31	<b>23</b>
April 2021	1, 12, 13, 14, 15, 16, 19, 20, 21, 22, 23, 26, 27, 28, 29, 30	<b>16</b>
May 2021	3, 4, 5, 6, 7, 10, 11, 12, 13, 14, 17, 18, 19, 20, 21, 24, 25, 26, 27, 28	<b>20</b>
June 2021	1, 2, 3, 4, 7, 8, 9, 10, 11, 14, 15, 16, 17, 18, 21, 22, 23, 24, 25, 28, 29, 30	<b>22</b>
Other	2 parent teacher conference nights (extended work days)	<b>1</b>
	<b>Contracted Days = 220</b>	<b>215</b>

**TWELVE-MONTH EMPLOYEES**

<b>Month</b>	<b>Work Days</b>	<b>Number of Days</b>
July 2020	1, 2, 6, 7, 8, 9, 10, 13, 14, 15, 16, 17, 20, 21, 22, 23, 24, 27, 28, 29, 30, 31	<b>22</b>
August 2020	3, 4, 5, 6, 7, 10, 11, 12, 13, 14, 17, 18, 19, 20, 21, 24, 25, 26, 27, 28, 31	<b>21</b>
September 2020	1, 2, 3, 4, 8, 9, 10, 11, 14, 15, 16, 17, 18, 21, 22, 23, 24, 25, 28, 29, 30	<b>21</b>
October 2020	1, 2, 5, 6, 7, 8, 9, 12, 13, 14, 15, 16, 19, 20, 21, 22, 23, 26, 27, 28, 29, 30	<b>22</b>
November 2020	2, 3, 4, 5, 6, 9, 10, 11, 12, 13, 16, 17, 18, 19, 20, 23, 24, 30	<b>18</b>
December 2020	1, 2, 3, 4, 7, 8, 9, 10, 11, 14, 15, 16, 17, 18, 21, 22, 29, 30	<b>18</b>
January 2021	4, 5, 6, 7, 8, 11, 12, 13, 14, 15, 19, 20, 21, 22, 25, 26, 27, 28, 29	<b>19</b>
February 2021	1, 2, 3, 4, 5, 8, 9, 10, 11, 12, 16, 17, 18, 19, 22, 23, 24, 25, 26	<b>19</b>
March 2021	1, 2, 3, 4, 5, 8, 9, 10, 11, 12, 15, 16, 17, 18, 19, 22, 23, 24, 25, 26, 29, 30, 31	<b>23</b>
April 2021	1, 2, 7, 8, 9, 12, 13, 14, 15, 16, 19, 20, 21, 22, 23, 26, 27, 28, 29, 30	<b>20</b>
May 2021	3, 4, 5, 6, 7, 10, 11, 12, 13, 14, 17, 18, 19, 20, 21, 24, 25, 26, 27, 28	<b>20</b>
June 2021	1, 2, 3, 4, 7, 8, 9, 10, 11, 14, 15, 16, 17, 18, 21, 22, 23, 24, 25, 28, 29, 30	<b>22</b>
Other	<u>Paid Holidays:</u> July 3, September 7, November 25, November 26, November 27, December 23, December 24, December 25, December 28, December 31, January 1, January 18, February 15, April 5, April 6, May 31	<b>15</b>
	<b>Contracted Days = 260</b>	<b>260</b>

**Notice of Pay Dates for FY 2021**

July 15, 2020

July 31, 2020

August 14, 2020

August 31, 2020

September 15, 2020

September 30, 2020

October 15, 2020

October 30, 2020

November 13, 2020

November 24, 2020

December 11, 2020

December 18, 2020

January 15, 2021

January 29, 2021

February 12, 2021

February 26, 2021

March 15, 2021

March 31, 2021

April 15, 2021

April 30, 2021

May 14, 2021

May 28, 2021

June 15, 2021

June 30, 2021