

**2023-2024**  
**Clarksville-Montgomery County School System**  
**High School Administrative Assistants**  
**Employed 220 days**

July						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					13

August						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						23

September						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						20

**Holidays/Required Leave**

- July 13 First Day of Calendar
- September 4 Day Out of Calendar
- October 9-11 Vacation Day
- October 12-13 Day Out of Calendar
- November 10 Day Out of Calendar
- November 22 Day Out of Calendar
- November 23 Thanksgiving Day
- November 24 Day Out of Calendar
- December 18-21 Vacation Day
- December 23 Christmas Eve Holiday
- December 25 Christmas Day
- December 26 Vacation Day
- December 27-29 Day Out of Calendar
- January 1 New Years Day Holiday
- January 15 Day Out of Calendar
- February 19 Day Out of Calendar
- March 4-5 Vacation Days
- March 6-8 Day Out of Calendar
- March 29 Good Friday
- May 27 Day Out of Calendar
- June 5 Last Day of Calendar

October						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						20

November						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
						19

December						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						18

January						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						22

February						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		
						20

March						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						18

April						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
						22

May						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						22

June						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						3

- First Day of Calendar
- 15 Days Out of Calendar
- 5 Holidays
- 10 Vacation Days
- Last Day of Calendar

The number of days worked in the calendar may be revised or reduced due to changes made to the student's calendar

**2023-2024 Pay Schedule  
High School Administrative Assistants  
Employed 220 Days**

Reporting Period	Time Sheets Due To Payroll	Days	Pay Day
Jul 13 - Jul 15	Jul 18	2	July 27
July 16- July 29	Aug 1	10	Aug 10
July 30 - Aug 12	Aug 15	10	Aug 24
Aug 13 - Aug 26	Aug 29	10	*Sept 7
Aug 27 - Sept 9	Sept 12	9	*Sept 21
Sept 10 - Sept 23	Sept 26	10	*Oct 5
Sept 24 - Oct 7	Oct 6	10	*Oct 19
Oct 8 - Oct 21	Oct 24	8	*Nov 2
Oct 22 - Nov 4	Nov 7	10	*Nov 16
Nov 5 - Nov 18	Nov 17	9	*Nov 30
Nov 19 - Dec 2	Dec 5	8	*Dec 14
Dec 3 - Dec 16	Dec 15	10	*Dec 28
Dec 17 - Dec 30	Jan 2	7	*Jan 11
Dec 31 - Jan 13	Jan 16	10	*Jan 25
Jan 14 - Jan 27	Jan 30	9	*Feb 8
Jan 28 - Feb 10	Feb 13	10	*Feb 22
Feb 11 - Feb 24	Feb 27	9	*March 7
Feb 25 - Mar 9	March 12	7	*March 21
Mar 11 - March 23	March 26	10	*April 4
March 25 - April 06	April 9	10	*April 18
April 08 - April 20	April 23	10	*May 2
April 22 - May 4	May 7	10	*May 16
May 6 - May 18	May 21	10	*May 30
May 19 - June 1	June 4	9	June 13
June 2 - June 5	June 18	3	June 27

\*Insurance Deducted