

2024-2025
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			
						11

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
						22

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 17 First Day of Calendar
- September 2 Day Out of Calendar
- October 14-16 Vacation Day
- October 17-18 Day Out of Calendar
- November 11 Day Out of Calendar
- November 27 Day Out of Calendar
- November 28 Thanksgiving Day
- November 29 Day Out of Calendar
- December 20 Day Out of Calendar
- December 23 Vacation Day
- December 24 Christmas Eve
- December 25 Christmas Day
- December 26-27 Vacation Days
- December 30-31 Vacation Day
- January 1 New Years Day Holiday
- January 20 Day Out of Calendar
- February 17 Day Out of Calendar
- March 10-11 Vacation Days
- March 12-14 Day Out of Calendar
- April 18 Good Friday
- May 26 Day Out of Calendar
- June 6 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		
						21

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
						18

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				
						21

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	
						19

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
						21

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					
						5

- First Day of Calendar
- Days Out of Calendar
- Holidays
- 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

**2024-2025 Pay Schedule
High School Administrative Assistants
Employed 220 Days**

Reporting Period	Time Sheets Due To Payroll	Days	Pay Day
July 17- July 27	Aug 1	8	Aug 10
Jul 28 - Aug 10	Aug 15	10	Aug 24
Aug 11 - Aug 24	Aug 27	10	*Sept 5
Aug 25 - Sept 7	Sept 10	9	*Sept 19
Sept 8 - Sept 21	Sept 24	10	*Oct 3
Sept 22 - Oct 5	Oct 8	10	*Oct 17
Oct 6 - Oct 19	Oct 22	8	*Oct 31
Oct 20 - Nov 2	Nov 5	10	*Nov 14
Nov 3 - Nov 16	Nov 19	9	*Nov 27
Nov 17 - Nov 30	Dec 3	8	*Dec 12
Dec 1 - Dec 14	Dec 17	10	*Dec 26
Dec 15 - Dec 28	Dec 19	9	*Jan 09
Dec 29 - Jan 11	Jan 14	10	*Jan 23
Jan 12 - Jan 25	Jan 28	9	*Feb 6
Jan 26 - Feb 8	Feb 11	10	*Feb 20
Feb 9 - Feb 22	Feb 25	9	*March 6
Feb 23 - Mar 8	March 8	10	*March 20
Mar 9 - March 22	March 25	7	*April 3
March 23 - April 05	April 8	10	*April 17
April 06 - April 19	April 22	10	*May 1
April 20 - May 3	May 6	10	*May 15
May 4 - May 17	May 20	10	*May 29
May 18 - May 31	June 3	9	June 12
June 1 - June 6	June 19	5	June 28

*Insurance Deducted