



Texas City Independent School District

1700 Ninth Avenue North, P. O. Box 1150, Texas City, TX 77592-1150

TO: Principals and Directors

FROM: Marcus Higgs, Assistant Superintendent of Human Resources

SUBJECT: Employee Calendars for 2023-2024

DATE: April 4, 2023

The information in the chart below indicates the “beginning” and “end” dates for the 2023-2024 Texas City Independent School District employee calendars.

Administrative amendment to this schedule must be submitted to the Human Resources Office, in writing, by the requesting supervisor. Subsequent to any amendments, payroll will be notified, and compensation adjustments will be made accordingly.

Please share a copy of this document with appropriate staff.

| Days Required | Days Exceeding 187 | Days Before 187 Day Calendar | Days After 187 Day Calendar | Beginning Date | Ending Date |
|---------------|--------------------|------------------------------|-----------------------------|----------------|-------------|
| 187 | 0 | 0 | 0 | 8.07.23 | 5.29.24 |
| 193 | 6 | 5 | 1 | 7.31.23 | 5.30.24 |
| 198 | 11 | 6 | 5 | 7.28.23 | 6.05.24 |
| 202 | 15 | 10 | 5 | 7.24.23 | 6.05.24 |
| 207 | 20 | 15 | 5 | 7.17.23 | 6.05.24 |
| 212 | 25 | 15 | 10 | 7.17.23 | 6.12.24 |
| 217 | 30 | 15 | 15 | 7.17.23 | 6.19.24 |
| 220 | 33 | 18 | 15 | 7.12.23 | 6.19.24 |
| 226 | 39 | 33 | 17 | 7.03.23 | 6.28.24 |
| 235 | 48 | 33 | 17 | 7.03.23 | 6.28.24 |
| 260 | 73 | -10 | 60 | 8.14.23 | 8.09.24 |

Personnel who work a full 4-day week, work a 10-hour workday schedule Monday-Thursday during the month of July.