

HALF DAY GUIDELINES FOR SUBFINDER

	WHOLE DAY		1/2 DAY AM		1/2 DAY PM	
	TEACHERS AIDES NURSES	SECRETARIES	TEACHERS AIDES NURSES	SECRETARIES	TEACHERS AIDES NURSES	SECRETARIES
ELEMENTARY	8:30	7:30	8:30	7:30	12:00	12:00
	3:30	4:00	12:00	11:30	3:30	4:00

MIDDLE	8:00	7:30	8:00	7:30	11:30	12:00
	2:40	4:00	11:30	11:30	2:40	4:00

HS	7:00	7:00	7:00	7:00	10:15	11:30
	2:00	3:30	10:15	11:00	2:00	3:30

ADMINISTRATORS	7:30		7:30		12:00
	4:00		11:30		4:00
SECRETARIES					

NOTE:

Teachers & Aides: 1/2 Day is 3.5 hours or less

**** HS PM is only exception and should be 10:15-2:00**

Secretaries & Administrators: 1/2 day is 4 hour timeframe