

**ADMINISTRATIVE DUTY DAY CALENDAR
2020/21 School Year**

<u>Months</u>	<u>Total Days Available to Work</u>	<u>Non-Duty Days</u> <u>(Day of the month shown below)</u>
July, 2020	22	3*
August	21	--
September	21	7
October	22	--
November	18	11,26,27
December	19	24,25,28*,31
January, 2021	19	1,18
February	18	8,15
March	23	--
April	21	2**
May	20	31
June	22	--
Total	246	15

* Monday, December 28, 2020, will be observed in lieu of Admissions Day. Friday, July 3, 2020 will be observed in lieu of the July 4th holiday.

** The Spring Friday holiday is April 2, 2021, but may be used as a floating holiday on another day with prior supervisor approval. This day may not be carried over.

Note: Administrators on a 12-month contract are entitled to 22 days of vacation. The request for vacation days shall be in writing prior to the use of the vacation days and be approved by the Superintendent or designee. Vacation days are to be used during the year the days are earned.

The above calendar excludes Saturdays and Sundays. Selected administrative personnel may occasionally have additional duty days based upon unique needs of the District. The additional duty days must be approved by the Superintendent or designee.

Reference: Education Code Sections 37110-37223, 45205, 45206.5, Board Policy 6310, Pupil Attendance Calendar

Regulation approved: May 4, 2020