

ADMINISTRATIVE DUTY DAY CALENDAR
2023/24 School Year

<u>Months</u>	<u>Total Days Available to Work</u>	<u>Non-Duty Days</u> (Day of the month shown below)
July 2023	20	4*
August	23	--
September	20	4
October	22	--
November	19	10,23,24
December	17	25*,26*,27*,29*
January 2024	21	1,15
February	19	12,19
March	20	29**
April	22	--
May	22	27
June	19	19***
Total	244	16

* The 4th of July holiday will be observed on Tuesday, July 4, 2023.

* The Christmas Eve, Christmas Day, New Year's Eve & New Year's Day holidays will be observed on December 25, 26, 27, and January 1, 2024, respectively.

* Wednesday, December 27, 2023, will be observed in lieu of Admissions Day.

** The Spring Friday holiday is March 29, 2024, but may be used as a floating holiday on a different day, with prior supervisor approval. This day may not be carried over.

*** The Juneteenth Holiday will be observed on Wednesday, June 19, 2024.

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 24, 2023