

**CLASSIFIED CONFIDENTIAL AND SUPERVISORY PERSONNEL
DUTY DAY CALENDAR
2023/24 School Year**

<u>Months</u>	<u>Duty Days</u>	<u>Non-Duty Days</u> (Day Shown is day of Months)
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, 2023, 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, 2023.

The working days for the 2023/24 school year are as follows:

<u>Months Employed</u>	<u>Starting Day</u>	<u>Ending Day</u>
12 months	July 3, 2023	June 28, 2024

The above calendar excludes Saturdays and Sundays.

The request to use vacation time will be done in writing prior to the use of the vacation time. Vacation requests need approval from the Superintendent or designee at each corresponding site. Vacation days are to be used during the year the days are earned. Classified personnel may carry over a maximum number of vacation days equivalent to those earned in one year.

Reference: Education Code Sections 37220-37223, 45205, 45206.5,
Board Policy 6310, Pupil Attendance Calendar

Regulation approved: May 24, 2023