

**NON-ADMINISTRATIVE CLASSIFIED PERSONNEL DUTY DAY CALENDAR
2023-24 School Year**

		<u>Months Employed</u>							<u>Student School</u>
<u>Months</u>	<u>Duty Days</u>	<u>Non-Duty Days</u> (Day of the month shown below)	<u>12</u>	<u>11 ½</u>	<u>11</u>	<u>10 ½</u>	<u>10</u>	<u>9 ½*</u>	<u>Year</u>
July, 2023	20	4***	20	20	10	3	1	--	--
August	23	--	23	23	23	23	23	16	14
September	20	4	20	20	20	20	20	20	20
October	22	--	22	22	22	22	22	22	22
November	19	10***,22**,23***,24***	19	18	18	18	18	18	15
December	17	25***,26***,27***,28** 29***	17	16	16	16	16	16	15
January, 2024	21	1,15	21	21	21	21	21	21	17
February	19	12,19	19	19	19	19	19	19	19
March	20	18**,29****	20	19	19	19	19	19	15
April	22	--	22	22	22	22	22	22	22
May	22	27	22	22	22	22	22	22	21
June	19	19***	19	12	10	7	--	--	--
Total	244	16	244	234	222	212	203	195	180

The above calendar excludes Saturdays and Sundays.

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

<u>Months Employed</u>	<u>Starting Date</u>	<u>Ending Date</u>
12 Months	Monday, July 3, 2023	Friday, June 28, 2024
11 ½ Months	Monday, July 3, 2023	Tuesday, June 18, 2024
11 Months	Tuesday, July 18, 2023	Friday, June 14, 2024
10 ½ Months	Thursday, July 27, 2023	Tuesday, June 11, 2024
10 Months	Monday, July 31, 2023	Friday, May 31, 2024
9 ½ Months*	Thursday, August 10, 2023	Friday, May 31, 2024
Student School Year	Monday, August 14, 2023	Thursday, May 30, 2024

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.

* See 2023/24 Returning Dates and Last Working Dates Calendar Memo.

** Employees working less than 12 months will have “dark” days on November 22, December 28, and March 18, which are local holidays for teachers and students.

*** The Juneteenth Holiday will be observed on Wednesday, June 19, 2024. Tuesday, July 4, 2023 will be observed in lieu of the July 4th holiday. Friday, November 10, 2023 will be observed in lieu of the Veteran’s Day holiday. Thursday and Friday November 23 & 24, 2023 will be observed in lieu of the Thanksgiving holiday. Monday and Tuesday, December 25, 26 will be observed in lieu of the Christmas

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Eve and Christmas Day holiday. Wednesday, December 27, 2023, will be observed in lieu of Admissions Day. Friday, December 29, 2023 will be observed in lieu of the New Year's Eve holiday.

**** 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.

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

Regulation approved: May 24, 2023