

FULLERTON JOINT UNION HIGH SCHOOL DISTRICT

**229 DAY ADMINISTRATIVE DUTY DAY CALENDAR  
2024/25 School Year**

<u>Months</u>	<u>Total Days Available to Work</u>	<u>Non-Duty Days</u> <u>(Day of the month</u> <u>shown below)</u>	<u>Mandatory Time Off</u> <u>(MTO) as assigned</u>
July 2024	22	4*	
August	22	--	
September	20	2	
October	23	--	
November	18	11,28,29	
December	18	24*,25*,26*,31*	
January 2025	21	1*,20	
February	18	10,17	
March	21	--	
April	21	18**	
May	21	26	
June	20	19***	
<b>Total</b>	<b>245</b>	<b>16</b>	<b>16</b>
	<b>-16 (MTO) Days as assigned</b>		
	<b>229 Total Duty Days</b>		

Note: 229 Day Administrators work a 12 month, 245 day calendar. Within those 245 days, each 229 Day Administrator is entitled to 19 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. In addition to vacation days, each 229 Day Administrator is required to take 16 days as Mandatory Time Off (MTO) which will be assigned by the direct supervisor. The above calendar excludes Saturdays and Sundays.

Holidays

- 4th of July holiday will be observed on Thursday, July 4, 2024
- Labor Day holiday will be observed on Monday, September 2, 2024
- Veterans Day holiday will be observed on Monday, November 11, 2024
- Thanksgiving holiday will be observed on Thursday and Friday, November 28 & 29, 2024
- Christmas Eve and Christmas Day holiday will be observed on Tuesday & Wednesday, December 24, 25, 2024
- Admission Day holiday will be observed on Thursday, December 26, 2024
- New Year's Eve holiday will be observed on Tuesday, December 31, 2024
- New Year's Day holiday will be observed on Wednesday, January 1, 2025
- Martin Luther King Day holiday will be observed on Monday, January 20, 2025
- Lincoln's Birthday holiday will be observed on Monday, February 10, 2025
- Presidents' Day holiday will be observed on Monday, February 17, 2025
- Spring Friday holiday will be observed on Friday, April 18, 2025 but may be used as a floating holiday on a different day, with prior supervisor approval. Please note this day may not be carried over to the 2025/26 school year.
- Memorial Day holiday will be observed on Monday, May 26, 2025
- Juneteenth holiday will be observed on Thursday, June 19, 2025