

FULLERTON JOINT UNION HIGH SCHOOL DISTRICT

**245 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 shown below)</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
Total	245	16

The working days for the 2024/25 school year are as follows:

<u>Months Employed</u>	<u>Starting Day</u>	<u>Ending Day</u>
12 months	July 1, 2024	June 30, 2025

Note: 245 Day 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.

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

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.