

**NON-ADMINISTRATIVE CLASSIFIED PERSONNEL DUTY DAY CALENDAR  
2024-25 School Year**

<u>Months</u>	<u>Duty Days</u>	<u>Non-Duty Days</u> (Day of the month shown below)	<u>Months Employed</u>						<u>Student School Year</u>
			<u>12</u>	<u>11 ½</u>	<u>11</u>	<u>10 ½</u>	<u>10</u>	<u>9 ½*</u>	
July, 2024	22	4	22	22	15	8	3	--	--
August	22	--	22	22	22	22	22	17	15
September	20	2	20	20	20	20	20	20	20
October	23	--	23	23	23	23	23	23	23
November	18	11,27**,28,29	18	17	17	17	17	17	14
December	18	23**,24,25,26,31	18	17	17	17	17	17	14
January, 2025	21	1,20	21	21	21	21	21	21	19
February	18	10,17	18	18	18	18	18	18	18
March	21	17**	21	20	20	20	20	20	16
April	21	18	21	21	21	21	21	21	21
May	21	26	21	21	21	21	21	21	20
June	20	19	20	13	10	7	2	--	--
<b>Total</b>	<b>245</b>	<b>16</b>	<b>245</b>	<b>235</b>	<b>225</b>	<b>215</b>	<b>205</b>	<b>195</b>	<b>180</b>

The above calendar excludes Saturdays and Sundays.

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

<u>Months Employed</u>	<u>Starting Date</u>	<u>Ending Date</u>
12 Months	Monday, July 1, 2024	Monday, June 30, 2025
11 ½ Months	Monday, July 1, 2024	Thursday, June 19, 2025
11 Months	Thursday, July 11, 2024	Friday, June 13, 2025
10 ½ Months	Monday, July 22, 2024	Tuesday, June 10, 2025
10 Months	Monday, July 29, 2024	Tuesday, June 3, 2025
9 ½ Months*	Thursday, August 8, 2024	Friday, May 30, 2025
Student School Year	Monday, August 12, 2024	Thursday, May 29, 2025

\* See 2024/25 Returning Dates and Last Working Dates Calendar Memo.

\*\* Employees working less than 12 months will have “Dark Days” on November 27 2024, December 23, 2024 and March 17, 2025, which are local holidays for teachers and students. Refer to page 91 of CSEA bargaining agreement for more information.

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.

**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