

**NON-ADMINISTRATIVE CLASSIFIED PERSONNEL DUTY DAY CALENDAR  
2022-23 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, 2022	20	4***	20	20	14	5	--	--	--
August	23	--	23	23	23	23	22	15	13
September	21	5	21	21	21	21	21	21	21
October	21	--	21	21	21	21	21	21	21
November	19	11, *,23**,24,25	19	18	18	18	18	18	15
December	18	26,27,28***,29**,30	18	17	17	17	17	17	16
January, 2023	20	2,16	20	20	20	20	20	20	16
February	18	13,20	18	18	18	18	18	18	18
March	23	20**	23	22	22	22	22	22	18
April	19	7****	19	19	19	19	19	19	19
May	22	29	22	22	22	22	22	22	22
June	21	19***	21	14	11	8	3	2	1
<b>Total</b>	<b>245</b>	<b>16</b>	<b>245</b>	<b>235</b>	<b>226</b>	<b>214</b>	<b>203</b>	<b>195</b>	<b>180</b>

The above calendar excludes Saturdays and Sundays.

The working days for the 2022-23 school year are as follows:

<u>Months Employed</u>	<u>Starting Date</u>	<u>Ending Date</u>
12 Months	Friday, July 1, 2022	Friday, June 30, 2023
11 ½ Months	Friday, July 1, 2022	Wednesday, June 21, 2023
11 Months	Tuesday, July 12, 2022	Thursday, June 15, 2023
10 ½ Months	Monday, July 25, 2022	Monday, June 12, 2023
10 Months	Tuesday, August 2, 2022	Monday, June 5, 2023
9 ½ Months*	Thursday, August 11, 2022	Friday, June 2, 2023
Student School Year	Monday, August 15, 2022	Thursday, June 1, 2023

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 2022/23 Returning Dates and Last Working Dates Calendar Memo.

\*\* Employees working less than 12 months will have “dark” days on November 23, December 29, and March 20 which are local holidays for teachers and students.

\*\*\* Wednesday, December 28, 2022, will be observed in lieu of Admissions Day. Monday, July 4, 2022 will be observed in lieu of the July 4<sup>th</sup> holiday.

NEW, the Juneteenth holiday will be observed on Monday, June 19, 2023.

\*\*\*\* The Spring Friday holiday is April 7, 2023, 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: April 25, 2023