

ADMINISTRATIVE DUTY DAY CALENDAR
2022/23 School Year

<u>Months</u>	<u>Total Days Available to Work</u>	<u>Non-Duty Days</u> (Day of the month shown below)
July 2022	20	4*
August	23	--
September	21	5
October	21	--
November	19	11,24,25
December	18	26*,27*,28*,30*
January 2023	20	2,16
February	18	13,20
March	23	--
April	20	7**
May	22	29
June	21	19***
Total	246	16

* The 4th of July holiday will be observed on Monday, July 4, 2022.

* The Christmas Eve, Christmas Day, New Year's Eve & New Year's Day holidays will be observed on December 26, 27, 30, and January 2, 2023, respectively.

* Wednesday, December 28, 2022, will be observed in lieu of Admissions Day.

** 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.

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

Note: 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.

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.

Reference: Education Code Sections 37110-37223, 45205, 45206.5, Board Policy 6310,
Pupil Attendance Calendar

Regulation approved: April 25, 2023