

## 235 - Day Employee Work Calendar

(Operations and Facilities and Transportation hired after September 1, 2001)

| <b>Total Days: 235</b>               |                       |                    |           |                            |           |
|--------------------------------------|-----------------------|--------------------|-----------|----------------------------|-----------|
| <b>Start Date: September 1, 2023</b> |                       |                    |           |                            |           |
| <b>End Date: August 31, 2024</b>     |                       |                    |           |                            |           |
| Complete Work Schedule               |                       |                    |           |                            |           |
| Month                                | Sched. # of work days | Unpaid Holidays    |           | Additional Days            |           |
|                                      |                       | Dates              | #         | Dates                      | #         |
| Sep                                  | 20                    | 4                  | 1         |                            |           |
| Oct                                  | 22                    |                    | 0         |                            |           |
| Nov                                  | 20                    | 23-24              | 2         |                            |           |
| Dec                                  | 16                    | 25-29              | 5         |                            |           |
| Jan                                  | 20                    | 1-2, 15            | 3         |                            |           |
| Feb                                  | 21                    |                    | 0         |                            |           |
| Mar                                  | 16                    | 11-15              | 5         |                            |           |
| Apr                                  | 22                    |                    | 0         |                            |           |
| May                                  | 23                    |                    | 0         |                            |           |
| June                                 | 20                    |                    | 0         |                            |           |
| July                                 | 23                    |                    | 0         |                            |           |
| Aug                                  | 22                    |                    | 0         |                            |           |
| <b>Total</b>                         | <b>245</b>            | <b>Unpaid Days</b> | <b>16</b> | <b>Unpaid Non-Contract</b> | <b>10</b> |

**September 2023 (20)**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

**October 2023 (22)**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

**November 2023 (20)**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 |    |    |

**December 2023 (16)**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |    |    |    |    |    |    |

**January 2024 (20)**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |    |    |    |

**February 2024 (21)**

| S  | M  | T  | W  | T  | F  | S  |   |
|----|----|----|----|----|----|----|---|
|    |    |    |    |    | 1  | 2  | 3 |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |   |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |   |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |   |
| 25 | 26 | 27 | 28 | 29 |    |    |   |

**March 2024 (16)**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |    |    |    |    |    |    |

**April 2024 (22)**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 |    |    |    |    |

**May 2024 (23)**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |

**June 2024 (20)**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 |    |    |    |    |    |    |

**July 2024 (23)**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |    |    |    |

**August 2024 (22)**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

■ Dates shaded in grey in June count as 1.25 days.

■ Blacked out dates are non-work days.

*Leave Proration: If an employee separates from employment with the district before his or last duty day of the year, or begins employment after the first duty day, state personal leave, local leave, and non-contract days will be prorated based on the actual time employed.*

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Campus/Department

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date