

## 187 + 23 Day Employee Work Calendar (DHS/DCC/DALC Counselors)

<b>Total Days: 210</b>					
<b>Start Date: July 24, 2023</b>					
<b>End Date: June 30, 2024</b>					
Complete Work Schedule					
Month	Sched. # of work days	Unpaid Holidays		Additional Days	
		Dates	#	Dates	#
Jul	5		0		
Aug	23		0		
Sep	20	4	1		
Oct	21	9	1		
Nov	17	20-24	5		
Dec	11	18-22, 25-29	10		
Jan	20	1-2, 15	3		
Feb	21		0		
Mar	15	11-15, 29	6		
Apr	21	1	1		
May	22	27	1		
June	14		0		
<b>Total</b>	<b>210</b>	<b>Unpaid Holidays</b>	<b>28</b>		

**July 2023 (5)**

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 2023 (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		

**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 (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	30	31				

**November 2023 (17)**

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 (11)**

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 (15)**

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 (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	30				

**May 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

**June 2024 (14)**

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						

Blacked out dates are non-work days.  
 Days worked in July 2023 will count as 8-hour days.  
 Days worked June 3-6, 2024 and June 10-13, 2024 will count as 10-hour days.  
 Employee must choose four to work in June. They will be 8-hour 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 \_\_\_\_\_