

Fremont Union High School District
197 Day Employee Classified Work Year Calendar
2023-2024

| Employee Information | | | | | |
|----------------------|-----------|--------|-------------|--------|-----------|
| First Name: | | | Last Name: | | |
| Position: | | | Start Date: | | End Date: |
| Start Time: | End Time: | Lunch: | Break: | Break: | |
| Comments: | | | | | |

Please complete the calendar by marking the following:

*One Float Day (F) – may be used after 6 months of service *Tentative Vacation Days (V)

| July 2023 | | | | | August 2023 | | | | | September 2023 | | | | | October 2023 | | | | | PAID DAYS | | |
|---------------|----|----|----|----|---------------|----|----|----|----|----------------|----|----|----|----|---------------|----|----|----|----------|-------------------|----------------|--|
| M | T | W | T | F | M | T | W | T | F | M | T | W | T | F | M | T | W | T | F | WORK DAYS | 183 | |
| 3 | 4 | 5 | 6 | 7 | 1 | 2 | 3 | 4 | | | | | 1 | 2 | 3 | 4 | 5 | 6 | HOLIDAYS | 14 | | |
| | | | | | | | | | | 4 | 5 | 6 | 7 | 8 | | | | | | TOTAL PAID DAYS | 197 | |
| 10 | 11 | 12 | 13 | 14 | 7 | 8 | 9 | 10 | 11 | 11 | 12 | 13 | 14 | 15 | 9 | 10 | 11 | 12 | 13 | | | |
| 17 | 18 | 19 | 20 | 21 | 14 | 15 | 16 | 17 | 18 | 18 | 19 | 20 | 21 | 22 | 16 | 17 | 18 | 19 | 20 | | | |
| 24 | 25 | 26 | 27 | 28 | 21 | 22 | 23 | 24 | 25 | 25 | 26 | 27 | 28 | 29 | 23 | 24 | 25 | 26 | 27 | | | |
| 31 | | | | | 28 | 29 | 30 | 31 | | | | | | | 30 | 31 | | | | | | |
| November 2023 | | | | | December 2023 | | | | | January 2024 | | | | | February 2024 | | | | | VACATION ACCRUAL | | |
| M | T | W | T | F | M | T | W | T | F | M | T | W | T | F | M | T | W | T | F | DAYS PER YEAR | | |
| | | | 1 | 2 | 3 | | | | | 1 | 1 | 2 | 3 | 4 | 5 | | | | 1 | 2 | DAYS PER MONTH | |
| 6 | 7 | 8 | 9 | 10 | 4 | 5 | 6 | 7 | 8 | 8 | 9 | 10 | 11 | 12 | 5 | 6 | 7 | 8 | 9 | | | |
| 13 | 14 | 15 | 16 | 17 | 11 | 12 | 13 | 14 | 15 | 15 | 16 | 17 | 18 | 19 | 12 | 13 | 14 | 15 | 16 | VACATION INCREASE | | |
| 20 | 21 | 22 | 23 | 24 | 18 | 19 | 20 | 21 | 22 | 22 | 23 | 24 | 25 | 26 | 19 | 20 | 21 | 22 | 23 | YEAR 6 | | |
| 27 | 28 | 29 | 30 | | 25 | 26 | 27 | 28 | 29 | 29 | 30 | 31 | | | 26 | 27 | 28 | 29 | | YEAR 11 | | |
| | | | | | 2 | 3 | 4 | 5 | | | | | | | | | | | | | | |
| March 2024 | | | | | April 2024 | | | | | May 2024 | | | | | June 2024 | | | | | LEGEND | | |
| M | T | W | T | F | M | T | W | T | F | M | T | W | T | F | M | T | W | T | F | NON-DUTY DAY (N) | | |
| | | | | 1 | 1 | 2 | 3 | 4 | 5 | | | 1 | 2 | 3 | 3 | 4 | 5 | 6 | 7 | PAID HOLIDAY (H) | | |
| 4 | 5 | 6 | 7 | 8 | 8 | 9 | 10 | 11 | 12 | 6 | 7 | 8 | 9 | 10 | | | | | | FIRST WORK DAY | | |
| 11 | 12 | 13 | 14 | 15 | 15 | 16 | 17 | 18 | 19 | 13 | 14 | 15 | 16 | 17 | | | | | | LAST WORK DAY | | |
| 18 | 19 | 20 | 21 | 22 | 22 | 23 | 24 | 25 | 26 | 20 | 21 | 22 | 23 | 24 | | | | | | | | |
| 25 | 26 | 27 | 28 | 29 | 29 | 30 | | | | 27 | 28 | 29 | 30 | 31 | | | | | | | | |

Employee Signature _____

Executive Assistant Signature _____

Supervisor Signature _____

- CALENDARS DUE TO PRINCIPAL/SUPERVISOR: MAY 12, 2023 -

- CALENDARS DUE TO HUMAN RESOURCES: JUNE 16, 2023 -

Prior to June 1st, the Supervisor and employee will meet and consult, if needed. The Employee, Supervisor, and the Executive Assistant should each keep a copy of this calendar. If changes need to be made, please contact Human Resources.