

Fremont Union High School District  
197 Day Foods 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    \*Two 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													
				1	1	2	3	4	5			1	2	3	3	4	5	6	7	LEGEND	
4	5	6	7	8	8	9	10	11	12	6	7	8	9	10						NON-DUTY DAY (N)	
11	12	13	14	15	15	16	17	18	19	13	14	15	16	17						PAID HOLIDAY (H)	
18	19	20	21	22						20	21	22	23	24						FIRST WORK DAY	
					22	23	24	25	26	27	28	29	30	31						LAST WORK DAY	
25	26	27	28	29	29	30															

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.