

Fremont Union High School District
240 Day, Adult School 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 4					August 2023 19					September 2023 20					October 2023 22					PAID DAYS	
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	WORK DAYS	224
3	4 H	5	6	7		1 N	2 N	3 N	4 N					1	2	3	4	5	6	HOLIDAYS	16
10	11	12	13	14	7	8	9	10	11	4 H	5	6	7	8	9	10	11	12	13	TOTAL PAID DAYS	240
17	18	19	20	21	14	15	16	17	18	11	12	13	14	15	16	17	18	19	20		
24	25	26	27	28	21	22	23	24	25	18	19	20	21	22	23	24	25	26	27		
31 N					28	29	30	31		25	26	27	28	29	30	31					
November 2023 19					December 2023 17					January 2024 20					February 2024 19					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 H	2 H	3	4	5				1	2	DAYS PER MONTH	
6	7	8	9	10 H	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 H	16	17	18	19	12	13	14	15	16		
20	21	22	23 H	24 H	18	19	20	21	22	22	23	24	25	26	19 H	20 H	21	22	23		
27	28	29	30		25 H	26 H	27 H	28 V	29 H	29	30	31			26	27	28	29		YEAR 6	
March 2024 21					April 2024 22					May 2024 22					June 2024 19					VACATION INCREASE	
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	YEAR 11	
				1	1	2	3	4	5			1	2	3	3	4	5	6	7		
4	5	6	7	8	8	9	10	11	12	6	7	8	9	10	10	11	12	13	14		
11	12	13	14	15	15	16	17	18	19	13	14	15	16	17	17	18	19 H	20	21		
18	19	20	21	22	22	23	24	25	26	20	21	22	23	24	24	25	26	27	28		
25	26	27	28	29	29	30				27 H	28	29	30	31							
LEGEND																					
NON-DUTY DAY (N)																					
PAID HOLIDAY (H)																					
FIRST WORK DAY																					
LAST WORK DAY																					
REQUIRED VACATION DAY (V)																					

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.