

Fremont Union High School District
239 Day, Student Based 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	
3	4	5	6	7	1	2	3	4					1	2	3	4	5	6	HOLIDAYS	15	
10	11	12	13	14	7	8	9	10	11	4	5	6	7	8	9	10	11	12	13	TOTAL PAID DAYS	239
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					28	29	30	31		25	26	27	28	29	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		
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	
March 2024					April 2024					May 2024					June 2024					VACATION INCREASE	
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	YEAR 6	
				1	1	2	3	4	5			1	2	3	3	4	5	6	7	YEAR 11	
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	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	28	29	30	31							
LEGEND																					
NON-DUTY DAY (N)																					
PAID HOLIDAY (H)																					
FIRST WORK DAY																					
REQUIRED WORK DAY																					
LAST WORK DAY																					
REQUIRED VACATION DAY (V)																					
NON STUDENT DAY																					

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.