



**FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT**  
 1965 Birkmont Drive, Rancho Cordova CA 95742

**TO:** **All Classified Employees Working Less than 12 Months**  
**FROM:** Donald Ogden, Associate Superintendent, Human Resources  
**SUBJECT:** Classified Work Assignments for the 2024-2025 School Year

**2024-2025 SCHOOL YEAR WORK ASSIGNMENT SCHEDULE\***  
 First Student Day: August 8, 2024 Last Student Day: May 29, 2025

| Work Assignment      | Workdays | Holidays | Start Date            | End Date             |
|----------------------|----------|----------|-----------------------|----------------------|
| 11.00 Month PT/OT    | 210      | 13       | Thursday, 08/01/2024  | Monday, 06/30/2025   |
| 11 Month Employee    | 211      | 12       | Thursday, 07/18/2024  | Friday, 06/13/2025   |
| 10.75 Month Employee | 206      | 12       | Thursday, 07/18/2024  | Friday, 06/13/2025   |
| 10.50 Month Employee | 201      | 12       | Wednesday, 07/24/2024 | Thursday, 06/12/2025 |
| 10.25 Month Employee | 196      | 12       | Thursday, 08/01/2024  | Friday, 06/13/2025   |
| 10.00 Month Employee | 191      | 12       | Thursday, 08/01/2024  | Friday, 06/06/2025   |
| 9.75 Month Employee  | 186      | 12       | Thursday, 08/01/2024  | Friday, 05/30/2025   |
| 9.50 Month Employee  | 181      | 12       | Thursday, 08/08/2024  | Friday, 05/30/2025   |
| 9.00 Month Employee  | 171      | 12       | Thursday, 08/08/2024  | Thursday, 05/15/2025 |

\* Schedule may vary at individual sites.

**Most work calendars receive the following:**

- **Recess Breaks:**
  - Thanksgiving Break: November 25 – 29
  - Winter Break: December 23 through January 3 (except 11-Month employees)
  - February Break: February 19 – 21 (except 11-month employees)
  - Spring Break: April 14 through April 21 (except 11-month employees)
- **Paid Holidays:** Sept 2; Nov 11, 27-29; Dec 24-25; Jan 1, 20; Feb 17-18, May 26, and June 19
- **Annual Leave:** days will be paid per Article 12.6.2 of the CSEA contract:  
*“Employees who work less than twelve (12) months per year will take their vacations during the winter and spring breaks and immediately following the end of the school year.”*
- **Float Day:** Per CSEA contract Section 10.10.1.12, less than 12-month employees are granted one non-workday on a designated non-student day with supervisor approval. A “non-workday” must equal the number of hours in your regular workday and be taken on a designated non-student day or broken down into smaller increments and taken on early release days with prior approval of the site administrator/supervisor. It must be entered in Absence Management as Absence Reason 77 -Early Release /Float Holiday.

**NOTE: Work assignments for employees working in specially funded programs may vary in accordance with the needs of the program.**