

2024-2025  
YUBA COUNTY OFFICE OF EDUCATION

**Work Schedule**

Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_ School/Location: \_\_\_\_\_

Length of Work Year (Days): \_\_\_\_\_ Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Directions: Circle Non-Work Days and/or Cross out Work Days.*

MONTH	M	T	W	TH	F	HOLIDAYS
<b>July 2024</b>	1	2	3	4	5	July 4 – Independence Day
	8	9	10	11	12	
<b>Work Days:</b> _____	15	16	17	18	19	
	22	23	24	25	26	
<b>22</b>	29	30	31			
<b>August</b>				1	2	August 5-9 – Staff Work Day (Charter)
	5	6	7	8	9	August 12 – First Day of School (Charter)
<b>Work Days:</b> _____	12	13	14	15	16	August 12 – Back to School (All)
	19	20	21	22	23	August 12-13 – Staff Work Day (Sped., TEM, Carden)
<b>22</b>	26	27	28	29	30	August 14 – First Day of School (Sped., TEM, Carden)
<b>September</b>	2	3	4	5	6	September 2 – Labor Day (All)
	9	10	11	12	13	
<b>Work Days:</b> _____	16	17	18	19	20	
	23	24	25	26	27	
<b>20</b>	30					
<b>October</b>		1	2	3	4	
	7	8	9	10	11	October 7-11 – October Recess (Charter)
<b>Work Days:</b> _____	14	15	16	17	18	
	21	22	23	24	25	
<b>23</b>	28	29	30	31		
<b>November</b>					1	
	4	5	6	7	8	November 11 – Veteran's Day (All)
<b>Work Days:</b> _____	11	12	13	14	15	November 25-29 – Thanksgiving Recess (All Instr. Staff)
	18	19	20	21	22	November 27 – Non-Work/Non-Paid Days (All)
<b>17</b>	25	26	27	28	29	November 28-29 – Thanksgiving Holiday (All)
<b>December 2024</b>	2	3	4	5	6	December 23 - 31 – Winter Recess (All Instr. Staff)
	9	10	11	12	13	December 24 – Christmas Eve (All)
<b>Work Days:</b> _____	16	17	18	19	20	December 25 – Christmas Day (All)
	23	24	25	26	27	December 26-30 – Non-Work/Non-Paid Days (All)
<b>16</b>	30	31				December 31 – New Year's Eve Holiday
<b>January 2025</b>			1	2	3	January 1 – New Year's Day Holiday (All)
	6	7	8	9	10	January 1 - 3 – Cont'd Winter Recess (All Instr. Staff)
<b>Work Days:</b> _____	13	14	15	16	17	January 20 – Martin Luther King Jr. Day (All)
	20	21	22	23	24	
<b>21</b>	27	28	29	30	31	
<b>February</b>	3	4	5	6	7	February 10 – Lincoln's Birthday (All)
<b>Work Days:</b> _____	10	11	12	13	14	February 10-14 – February Recess (All Instr. Staff)
	17	18	19	20	21	February 17 – Washington's Birthday (All)
<b>18</b>	24	25	26	27	28	
<b>March</b>	3	4	5	6	7	
	10	11	12	13	14	
<b>Work Days:</b> _____	17	18	19	20	21	
	24	25	26	27	28	
<b>21</b>	31					
<b>April</b>		1	2	3	4	April 14 – 21 – Spring Recess (Charter)
	7	8	9	10	11	April 18 – Good Friday-Admission Day (All)
<b>Work Days:</b> _____	14	15	16	17	18	April 18 - 25 – Spring Recess (Sped., TEM, Carden)
	21	22	23	24	25	
<b>21</b>	28	29	30			
<b>May</b>				1	2	
	5	6	7	8	9	
<b>Work Days:</b> _____	12	13	14	15	16	
	19	20	21	22	23	
<b>21</b>	26	27	28	29	30	May 26 – Memorial Day (All)
<b>June 2025</b>	2	3	4	5	6	June 2 – Last Day of School (Charter)
	9	10	11	12	13	June 3-4 Staff Work Day (Charter)
<b>Work Days:</b> _____	16	17	18	19	20	June 4 – Last Day of School (Sped., TEM, Carden)
	23	24	25	26	27	June 19 – Juneteenth (All)
<b>20</b>	30					

**Please enter all Non- Work/Vacation in Frontline once it has been approved. Changes made throughout the year must be updated in Frontline regularly.**

**Total Number of Work Days :** \_\_\_\_\_

Supervisor approval: \_\_\_\_\_

Date: \_\_\_\_\_

Exec. Director of Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_