

The following guide will specify when an employee starts their contracted workdays and which days they are not required to report to work to ensure their contract is fulfilled within the fiscal year of July 1 – June 30. This is only a guide and is not a contract. ****School closures due to unforeseen circumstances may impact last day for some contract types.**

Questions about days to work and days off should be directed to your supervisor.

GENERAL INFORMATION:

- All absences must be entered into Frontline Absence Management **PRIOR** to being absent unless a verifiable emergency prevents entry of the absence
- For those eligible to exchange contract days, prior supervisor approval is required. To record an exchange day in Frontline:
 - Employee works on a normal off day, such as 12/22 during winter break
 - Nothing is entered in Frontline for 12/22
 - Employee decides to take the normal workday of 6/28 off in exchange for time worked on 12/22
 - Employee enters an absence in Frontline for 6/28 with an absence reason of “Exchange Day” and a note listing which day off was worked and what was worked on: “Worked 12/22 for student data review”.

| 261-day contracts | |
|---|--|
| 1st Available Workday: July 1 | |
| Days Off: | |
| 7/04/2024 | Holiday - Independence Day |
| 9/02/2024 | Holiday - Labor Day |
| 11/05/2024 | X Day-Federal Election |
| 11/28/2024 | Holiday - Thanksgiving |
| 11/29/2024 | Holiday for 260 - Thanksgiving weekend |
| 12/24/2024 | Holiday for 260 – Winter Break |
| 12/25/2024 | Holiday – Winter Break |
| 01/01/2025 | Holiday - New Year's Day |
| 05/26/2025 | Holiday - Memorial Day |

| 245-day contracts | |
|---|------------------------------|
| Work Calendar is 7/1 – 6/30 | |
| Days Off: | |
| 7/04/2024 | Holiday - Independence Day |
| 9/02/2024 | Holiday - Labor Day |
| 11/05/2024 | X Day-Federal Election |
| 11/27/2024 | X Day - Thanksgiving weekend |
| 11/28/2024 | Holiday – Thanksgiving |
| 11/29/2024 | X Day - Thanksgiving weekend |
| 12/23/2024 | X Day - Winter Break |
| 12/24/2024 | X Day - Winter Break |
| 12/25/2024 | Holiday – Winter Break |
| 12/26/2024 | X Day - Winter Break |
| 12/27/2024 | X Day - Winter Break |
| 12/30/2024 | X Day - Winter Break |
| 12/31/2024 | X Day - Winter Break |
| 01/01/2025 | Holiday - New Year's Day |
| 01/02/2025 | X Day - Winter Break |
| 01/03/2025 | X Day - Winter Break |
| 1/20/2025 | X Day - MLK Jr. Day |
| 4/07/2025 | X Day - Spring Break |
| 4/08/2025 | X Day - Spring Break |
| 4/09/2025 | X Day - Spring Break |
| 4/10/2025 | X Day - Spring Break |
| 4/11/2025 | X Day - Spring Break |
| 05/26/2025 | Holiday - Memorial Day |
| Days to work but schools closed: | |
| 10/04/2024 | P Day #1 |
| 10/07/2024 | FL Day #1 |
| 11/04/2024 | PD Day |
| 02/17/2025 | P Day #2 |
| 03/14/2025 | FL Day #2 |
| 5/20/2025 | Primary Election Day |

| 243-day contracts | |
|---|------------------------------|
| Work Calendar is 7/1 – 6/30 | |
| Days Off: | |
| 7/04/2024 | Holiday - Independence Day |
| 9/02/2024 | Holiday - Labor Day |
| 10/07/2024 | FL Day #1 |
| 11/05/2024 | X Day-Federal Election |
| 11/27/2024 | X Day - Thanksgiving weekend |
| 11/28/2024 | Holiday – Thanksgiving |
| 11/29/2024 | X Day - Thanksgiving weekend |
| 12/23/2024 | X Day - Winter Break |
| 12/24/2024 | X Day - Winter Break |
| 12/25/2024 | Holiday – Winter Break |
| 12/26/2024 | X Day - Winter Break |
| 12/27/2024 | X Day - Winter Break |
| 12/30/2024 | X Day - Winter Break |
| 12/31/2024 | X Day - Winter Break |
| 01/01/2025 | Holiday - New Year's Day |
| 01/02/2025 | X Day - Winter Break |
| 01/03/2025 | X Day - Winter Break |
| 1/20/2025 | X Day - MLK Jr. Day |
| 03/14/2025 | FL Day #2 |
| 4/07/2025 | X Day - Spring Break |
| 4/08/2025 | X Day - Spring Break |
| 4/09/2025 | X Day - Spring Break |
| 4/10/2025 | X Day - Spring Break |
| 4/11/2025 | X Day - Spring Break |
| 05/26/2025 | Holiday - Memorial Day |
| Days to work but schools closed: | |
| 10/04/2024 | P Day #1 |
| 11/04/2024 | PD Day |
| 02/17/2025 | P Day #2 |
| 5/20/2025 | Primary Election Day |

| 207-day contracts | |
|---|------------------------------|
| 1st Available Workday: July 29th | |
| Days Off: | |
| 9/02/2024 | Holiday - Labor Day |
| 10/04/2024 | P Day #1 - * |
| 10/07/2024 | FL Day #1 |
| 11/4/2024 | PD Day |
| 11/5/2024 | X Day – Federal Election Day |
| 11/27/2024 | X Day - Thanksgiving weekend |
| 11/28/2024 | Holiday – Thanksgiving |
| 11/29/2024 | X Day - Thanksgiving weekend |
| 12/23/2024 | X Day - Winter Break |
| 12/24/2024 | X Day - Winter Break |
| 12/25/2024 | Holiday – Winter Break |
| 12/26/2024 | X Day - Winter Break |
| 12/27/2024 | X Day - Winter Break |
| 12/30/2024 | X Day - Winter Break |
| 12/31/2024 | X Day - Winter Break |
| 01/01/2025 | Holiday - New Year's Day |
| 01/02/2025 | X Day - Winter Break |
| 01/03/2025 | X Day - Winter Break |
| 1/20/2025 | X Day - MLK Jr. Day |
| 2/17/2025 | P Day #2* |
| 03/14/2025 | FL Day #2 |
| 4/07/2025 | X Day - Spring Break |
| 4/08/2025 | X Day - Spring Break |
| 4/09/2025 | X Day - Spring Break |
| 4/10/2025 | X Day - Spring Break |
| 4/11/2025 | X Day - Spring Break |
| 5/20/2025 | Primary Election Day |
| 05/26/2025 | Holiday - Memorial Day |
| Last Day: June 9, 2025(Based on start day of 7/29/2024) * School to determine when to report | |

| 199-day contracts | |
|--|------------------------------|
| 1st Available Workday: August 5 | |
| Days Off: | |
| 9/02/2024 | Holiday - Labor Day |
| 10/04/2024 | P Day #1 |
| 10/07/2024 | FL Day #1 |
| 11/4/2024 | PD Day |
| 11/5/2024 | X Day – Federal Election Day |
| 11/27/2024 | X Day - Thanksgiving weekend |
| 11/28/2024 | Holiday – Thanksgiving |
| 11/29/2024 | X Day - Thanksgiving weekend |
| 12/23/2024 | X Day - Winter Break |
| 12/24/2024 | X Day - Winter Break |
| 12/25/2024 | Holiday – Winter Break |
| 12/26/2024 | X Day - Winter Break |
| 12/27/2024 | X Day - Winter Break |
| 12/30/2024 | X Day - Winter Break |
| 12/31/2024 | X Day - Winter Break |
| 01/01/2025 | Holiday - New Year's Day |
| 01/02/2025 | X Day - Winter Break |
| 01/03/2025 | X Day - Winter Break |
| 1/20/2025 | X Day - MLK Jr. Day |
| 2/17/2025 | P Day #2 |
| 03/14/2025 | FL Day #2 |
| 4/07/2025 | X Day - Spring Break |
| 4/08/2025 | X Day - Spring Break |
| 4/09/2025 | X Day - Spring Break |
| 4/10/2025 | X Day - Spring Break |
| 4/11/2025 | X Day - Spring Break |
| 5/20/2025 | Primary Election Day |
| 05/26/2025 | Holiday - Memorial Day |
| Last Day: June 10, 2025(Based on start day of 8/5/2024) | |

| 190-day contracts | |
|---|------------------------------|
| 1st Available Workday: August 7 | |
| Days Off: | |
| 9/02/2024 | Holiday - Labor Day |
| 10/04/2024 | P Day #1 |
| 10/07/2024 | FL Day #1 |
| 11/4/2024 | PD Day |
| 11/5/2024 | X Day – Federal Election Day |
| 11/27/2024 | X Day - Thanksgiving weekend |
| 11/28/2024 | Holiday – Thanksgiving |
| 11/29/2024 | X Day - Thanksgiving weekend |
| 12/23/2024 | X Day - Winter Break |
| 12/24/2024 | X Day - Winter Break |
| 12/25/2024 | Holiday – Winter Break |
| 12/26/2024 | X Day - Winter Break |
| 12/27/2024 | X Day - Winter Break |
| 12/30/2024 | X Day - Winter Break |
| 12/31/2024 | X Day - Winter Break |
| 01/01/2025 | Holiday - New Year's Day |
| 01/02/2025 | X Day - Winter Break |
| 01/03/2025 | X Day - Winter Break |
| 1/20/2025 | X Day - MLK Jr. Day |
| 2/17/2025 | P Day #2 |
| 03/14/2025 | FL Day #2 |
| 4/07/2025 | X Day - Spring Break |
| 4/08/2025 | X Day - Spring Break |
| 4/09/2025 | X Day - Spring Break |
| 4/10/2025 | X Day - Spring Break |
| 4/11/2025 | X Day - Spring Break |
| 5/20/2025 | Primary Election Day |
| 05/26/2025 | Holiday - Memorial Day |
| **Last Day: May 30, 2025(Based on start day of 8/7/2024) | |

| 189-day contracts | |
|---|------------------------------|
| 1st Available Workday: August 2 | |
| Days Off: | |
| 9/02/2024 | Holiday - Labor Day |
| 10/04/2024 | P Day #1 10/04/2024 |
| 10/07/2024 | FL Day #1 |
| 11/4/2024 | PD Day |
| 11/5/2024 | X Day – Federal Election Day |
| 11/27/2024 | X Day - Thanksgiving weekend |
| 11/28/2024 | Holiday – Thanksgiving |
| 11/29/2024 | X Day - Thanksgiving weekend |
| 12/23/2024 | X Day - Winter Break |
| 12/24/2024 | X Day - Winter Break |
| 12/25/2024 | Holiday – Winter Break |
| 12/26/2024 | X Day - Winter Break |
| 12/27/2024 | X Day - Winter Break |
| 12/30/2024 | X Day - Winter Break |
| 12/31/2024 | X Day - Winter Break |
| 01/01/2025 | Holiday - New Year's Day |
| 01/02/2025 | X Day - Winter Break |
| 01/03/2025 | X Day - Winter Break |
| 1/20/2025 | X Day - MLK Jr. Day |
| 2/17/2025 | P Day #2 02/17/2025 |
| 03/14/2025 | FL Day #2 |
| 4/07/2025 | X Day - Spring Break |
| 4/08/2025 | X Day - Spring Break |
| 4/09/2025 | X Day - Spring Break |
| 4/10/2025 | X Day - Spring Break |
| 4/11/2025 | X Day - Spring Break |
| 5/20/2025 | Primary Election Day |
| 05/26/2025 | Holiday - Memorial Day |
| **Last Day: May 26, 2025(Based on start day of 8/2/2024) | |

| 187-day contracts | |
|---|------------------------------|
| Opening Day / First Day: August 12 | |
| Professional Development (PD) Days | |
| 08/13/2024 | PD Day #1 |
| 08/14/2024 | PD Day #2 |
| Days Off: | |
| 9/02/2024 | Holiday - Labor Day |
| 10/04/2024 | P Day #1 - * |
| 10/07/2024 | FL Day #1 |
| 11/4/2024 | PD Day |
| 11/5/2024 | X Day – Federal Election Day |
| 11/27/2024 | X Day - Thanksgiving weekend |
| 11/28/2024 | Holiday – Thanksgiving |
| 11/29/2024 | X Day - Thanksgiving weekend |
| 12/23/2024 | X Day - Winter Break |
| 12/24/2024 | X Day - Winter Break |
| 12/25/2024 | Holiday – Winter Break |
| 12/26/2024 | X Day - Winter Break |
| 12/27/2024 | X Day - Winter Break |
| 12/30/2024 | X Day - Winter Break |
| 12/31/2024 | X Day - Winter Break |
| 01/01/2025 | Holiday - New Year's Day |
| 01/02/2025 | X Day - Winter Break |
| 01/03/2025 | X Day - Winter Break |
| 1/20/2025 | X Day - MLK Jr. Day |
| 2/17/2025 | P Day #2* |
| 03/14/2025 | FL Day #2 |
| 4/07/2025 | X Day - Spring Break |
| 4/08/2025 | X Day - Spring Break |
| 4/09/2025 | X Day - Spring Break |
| 4/10/2025 | X Day - Spring Break |
| 4/11/2025 | X Day - Spring Break |
| 5/20/2025 | Primary Election Day |
| **Closing Day/Last Day: May 23, 2025 | |
| * School to determine when to report | |

| 180-day contracts | |
|---|------------------------------|
| Opening Day / First Day: August 12 | |
| Days Off: | |
| 9/02/2024 | Holiday - Labor Day |
| 10/04/2024 | P Day #1 10/04/2024 |
| 10/07/2024 | FL Day #1 |
| 11/4/2024 | PD Day |
| 11/5/2024 | X Day – Federal Election Day |
| 11/27/2024 | X Day - Thanksgiving weekend |
| 11/28/2024 | Holiday – Thanksgiving |
| 11/29/2024 | X Day - Thanksgiving weekend |
| 12/23/2024 | X Day - Winter Break |
| 12/24/2024 | X Day - Winter Break |
| 12/25/2024 | Holiday – Winter Break |
| 12/26/2024 | X Day - Winter Break |
| 12/27/2024 | X Day - Winter Break |
| 12/30/2024 | X Day - Winter Break |
| 12/31/2024 | X Day - Winter Break |
| 01/01/2025 | Holiday - New Year's Day |
| 01/02/2025 | X Day - Winter Break |
| 01/03/2025 | X Day - Winter Break |
| 1/20/2025 | X Day - MLK Jr. Day |
| 2/17/2025 | P Day #2 02/17/2025 |
| 03/14/2025 | FL Day #2 |
| 4/07/2025 | X Day - Spring Break |
| 4/08/2025 | X Day - Spring Break |
| 4/09/2025 | X Day - Spring Break |
| 4/10/2025 | X Day - Spring Break |
| 4/11/2025 | X Day - Spring Break |
| 5/20/2025 | Primary Election Day |
| **Last Day: May 22, 2025 | |

| 180-day Transportation contracts | |
|---|------------------------------|
| First Day: 8/08/2024 | |
| 8-hour update | |
| Must attend | |
| 08/08/2024 | 8-hour update |
| Days Off: | |
| 9/02/2024 | Holiday - Labor Day |
| 10/04/2024 | P Day #1 10/04/2024 |
| 10/07/2024 | FL Day #1 |
| 11/4/2024 | PD Day |
| 11/5/2024 | X Day – Federal Election Day |
| 11/27/2024 | X Day - Thanksgiving weekend |
| 11/28/2024 | Holiday – Thanksgiving |
| 11/29/2024 | X Day - Thanksgiving weekend |
| 12/23/2024 | X Day - Winter Break |
| 12/24/2024 | X Day - Winter Break |
| 12/25/2024 | Holiday – Winter Break |
| 12/26/2024 | X Day - Winter Break |
| 12/27/2024 | X Day - Winter Break |
| 12/30/2024 | X Day - Winter Break |
| 12/31/2024 | X Day - Winter Break |
| 01/01/2025 | Holiday - New Year's Day |
| 01/02/2025 | X Day - Winter Break |
| 01/03/2025 | X Day - Winter Break |
| 1/20/2025 | X Day - MLK Jr. Day |
| 2/17/2025 | P Day #2 02/17/2025 |
| 03/14/2025 | FL Day #2 |
| 4/07/2025 | X Day - Spring Break |
| 4/08/2025 | X Day - Spring Break |
| 4/09/2025 | X Day - Spring Break |
| 4/10/2025 | X Day - Spring Break |
| 4/11/2025 | X Day - Spring Break |
| 5/20/2025 | Primary Election Day |
| **Last Day: May 23, 2025 | |

| 175-day contracts | |
|---------------------------------|------------------------------|
| First Day: August 14 | |
| Days Off: | |
| 9/02/2024 | Holiday - Labor Day |
| 10/04/2024 | P Day #1 10/04/2024 |
| 10/07/2024 | FL Day #1 |
| 11/4/2024 | PD Day |
| 11/5/2024 | X Day – Federal Election Day |
| 11/27/2024 | X Day - Thanksgiving weekend |
| 11/28/2024 | Holiday – Thanksgiving |
| 11/29/2024 | X Day - Thanksgiving weekend |
| 12/23/2024 | X Day - Winter Break |
| 12/24/2024 | X Day - Winter Break |
| 12/25/2024 | Holiday – Winter Break |
| 12/26/2024 | X Day - Winter Break |
| 12/27/2024 | X Day - Winter Break |
| 12/30/2024 | X Day - Winter Break |
| 12/31/2024 | X Day - Winter Break |
| 01/01/2025 | Holiday - New Year's Day |
| 01/02/2025 | X Day - Winter Break |
| 01/03/2025 | X Day - Winter Break |
| 1/20/2025 | X Day - MLK Jr. Day |
| 2/17/2025 | P Day #2 02/17/2025 |
| 03/14/2025 | FL Day #2 |
| 4/07/2025 | X Day - Spring Break |
| 4/08/2025 | X Day - Spring Break |
| 4/09/2025 | X Day - Spring Break |
| 4/10/2025 | X Day - Spring Break |
| 4/11/2025 | X Day - Spring Break |
| 5/20/2025 | Primary Election Day |
| **Last Day: May 22, 2025 | |

| 140-day Transportation contracts | |
|---|------------------------------|
| First Day: 08/08/2024 | |
| 8-hour update | |
| Must attend | |
| 8/08/2024 | 8-hour update |
| Days Off: | |
| 8/12/2024 | No Work |
| 8/13/2024 | No Work |
| 8/14/2024 | No Work |
| 8/15/2024 | No Work |
| 8/16/2024 | No Work |
| 8/19/2024 | No Work |
| 8/20/2024 | No Work |
| 8/21/2024 | No Work |
| 8/23/2024 | No Work |
| 09/02/2024 | Holiday - Labor Day |
| 9/06/2024 | No Work |
| 9/13/2024 | No Work |
| 9/20/2024 | No Work |
| 9/27/2024 | No Work |
| 10/04/2024 | P Day #1 |
| 10/07/2024 | FL Day #1 |
| 10/11/2024 | No Work |
| 10/18/2024 | No Work |
| 10/25/2024 | No Work |
| 11/01/2024 | No Work |
| 11/4/2024 | PD Day |
| 11/5/2024 | X Day - Election Day |
| 11/08/2024 | No Work |
| 11/15/2024 | No Work |
| 11/22/2024 | No Work |
| 11/27/2024 | X Day - Thanksgiving weekend |
| 11/28/2024 | Holiday – Thanksgiving |
| 11/29/2024 | X Day - Thanksgiving weekend |
| 12/06/2024 | No Work |
| 12/13/2024 | No Work |
| 12/20/2024 | No Work |
| 12/23/2024 | X Day - Winter Break |
| 12/24/2024 | X Day - Winter Break |
| 12/25/2024 | Holiday – Winter Break |
| 12/26/2024 | X Day - Winter Break |
| 12/27/2024 | X Day - Winter Break |
| 12/30/2024 | X Day - Winter Break |
| 12/31/2024 | X Day - Winter Break |
| 01/01/2025 | Holiday - New Year's Day |
| 01/02/2025 | X Day - Winter Break |
| 1/03/2025 | X Day - Winter Break |
| 1/10/2025 | No Work |

| 1/17/2025 | No Work |
|---|----------------------|
| 1/20/2025 | X Day - MLK Jr. Day |
| 140-day Transportation contracts cont. | |
| 1/24/2025 | No Work |
| 1/31/2025 | No Work |
| 2/07/2025 | No Work |
| 2/14/2025 | No Work |
| 2/17/2025 | P Day #2 |
| 2/21/2025 | No Work |
| 2/28/2025 | No Work |
| 3/07/2025 | No Work |
| 3/14/2025 | FL Day #2 |
| 3/21/2025 | No Work |
| 3/28/2025 | No Work |
| 4/04/2025 | No Work |
| 4/07/2025 | X Day - Spring Break |
| 4/08/2025 | X Day - Spring Break |
| 4/09/2025 | X Day - Spring Break |
| 4/10/2025 | X Day - Spring Break |
| 4/11/2025 | X Day - Spring Break |
| 4/18/2025 | No Work |
| 4/25/2025 | No Work |
| 5/02/2025 | No Work |
| 5/09/2025 | No Work |
| 5/16/2025 | No Work |
| 5/20/2025 | X Day - Election |
| **Last Day: May 22, 2025 | |