



Preparing Career Ready Graduates

**MEMORANDUM**

**TO:** Principals and Department Heads

**FROM:** Manjit Atwal, Executive Director, Human Resources/Labor Relations

**REGARDING:** **REVISED: CLASSIFIED DUTY YEAR FOR 2021-2022**

**DATE:** July 21, 2021

**BOARD OF EDUCATION**

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Listed below are the start and end dates for classified employees. If an employee does not have adequate vacation to cover the Thanksgiving, Winter and Spring recesses, they may consider a flexible schedule (apply comp time, trade off time, return to work prior to their start date), or they may choose to work these days. ***This schedule must be prearranged with their immediate supervisor.***

All Classified employees except for School Days Only (193) must work Thanksgiving, Winter and Spring Breaks to meet their required duty days. **Except for 12-month employees**, all vacations shall be taken during Thanksgiving, Winter and Spring. Vacations shall be scheduled at times mutually agreed upon by CSEA members and management, **for all employees working less than 12 months**. For further information on vacation usage refer to Article 28 – Vacation Allowance for both CSEAF and CSEAW Collective Bargaining Agreements.

DUTY YEAR	START/END DATE	INSTITUTE DAY	Non-Duty Days
School Days Only	August 11, 2021– June 10, 2022	August 11, 2021	9/20/2021; 10/11/2021;1/10/2022; 2/28/2022; 3/21/2022
10 Month	August 10, 2021– June 13, 2022	N/A	9/20/2021; 10/11/2021; 3/21/2022
10 1/2 Month	August 2, 2021– June 20, 2022	N/A	9/20/2021; 10/11/2021; 3/21/2022
11 Month	August 2, 2021– June 30, 2022	N/A	
11 1/2 Month	July 7, 2021– June 17, 2022	N/A	
12 Month	July 1, 2021– June 30, 2022	N/A	

We have designated the day prior to the first day of school as Institute Day for classified employees who work school days only (181 days). If you prefer to designate a site-based Institute Day rather than the day listed above, you may do so, but again, it will be necessary to inform your employees of the change.

If you have any questions regarding this memorandum, you may contact me at 457-3500 or at [hrmessages@fresnounified.org](mailto:hrmessages@fresnounified.org).

BC/jn  
 cc: Office Manager

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