



2024 - 2025

Employee
Work
Calendar

226 Day

July 8, 2024 - June 27, 2025

- Admin Asst-District/Programs/Chief Officers
- Admin Asst-Principal MS/HS/Athletics
- Assistant Superintendent
- Bookkeeper-HS
- CFO/Chief Officer
- Clerk-Tech/Library Support/Ath Facility Scheduler
- Coordinator-Benefits & Leaves/HR/Payroll
- Coordinator-Campus Assessment & 504
- Coordinator-Curriculum/Assessment/GT
- Coordinator-Early Childhood/Prof Lrng/Lng Acq
- Coordinator-Special Education/Fed Program
- Coordinator-Technology Facilities
- Coordinator-Head FB Coach/Boys Athletics
- Director/Executive Director
- JROTC Instructor
- Liaison-Community Outreach & Homeless Svcs
- Manager-Accounting/Purchasing/Tech Support
- Manager-Energy/Technology/PEIMS
- Principal-MS/HS/Richarte
- Principal-Associate EVHS/GHS
- Receptionist-Hammerlun
- Registrar-EVHS/GHS
- Specialist-App/Tech/Service Desk/Assets
- Specialist-Construction/Medicaid/Fed Program
- Specialist-AP/Payroll/Budget/HR
- Specialist-District/Digital Communications
- Supervisor-Nutrition Services
- Superintendent
- Systems/Network/Applications Administrator

Pay Cycle: July - June

- Holiday/Non Work day
- Early Release/Staff Full Work Day
- Professional Learning/Staff Full Work Day
- Flex Day(s)/Non-Paid Time Off:

*Flex Day(s) can be used in place of local sick/state personal leave; however, it is not fully earned until the end of June. If you resign prior to June 30, all Flex time for that year will be reduced to zero and any used Flex time will be repaid to the district.
(Dates shown in blue are for placeholder only)

*Any exceptions to the calendar dates listed must be approved by the supervisor. Approval must be sent to Payroll/Human Resources.

*State Legislature and/or local Board action can result in necessary changes to this calendar. Calendar days worked can vary from year to year based on District needs and Board approvals.

The number (#) in the top right corner of each month represents the eligible work days for pay purposes

July 2024 (18)						
S	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024 (22)						
S	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024 (20)						
S	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024 (21)						
S	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024 (16)						
S	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024 (15)						
S	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025 (19)						
S	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025 (20)						
S	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025 (16)						
S	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025 (20)						
S	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025 (21)						
S	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025 (18)						
S	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					