



HUMAN RESOURCES MEMORANDUM

TO: Certificated Management, Classified Confidential and Classified Management
FROM: Tammy Jalique, Associate Superintendent for Human Resources
DATE: April 7, 2026
SUBJECT: Days of Service Calendar for the 2026-27 School Year – **PLEASE READ CAREFULLY**

The dates for management employees for the Management Retreat are **July 22 and 23**. Please indicate these dates as work days on your Days of Service calendar.

Please complete the Days of Service Calendar as follows:

Classification	Work days required prior to the start of the school year	Work days required after the completion of the school year
KHS, WHS, THS Principals	15 days	15 days
All other Principals, Directors, Division heads,	10 days	10 days
Assistant principals	10 days	5 days
Counselors	5 days	5 days

****PLEASE REFER TO THE DATES GIVEN BY STUDENT SERVICES REGARDING WHEN SITE OFFICES ARE REQUIRED TO BE OPEN PRIOR TO THE FIRST DAY OF SCHOOL AND FOLLOWING THE LAST DAY OF SCHOOL. SITE ADMINISTRATION SHOULD REVIEW AND APPROVE CALENDARS TO ENSURE COMPLIANCE WITH THE NEGOTIATED CSEA CALENDARS.**

If you are anticipating working summer school, please make sure your calendar reflects having those days as non-work days.

INFORMATION REGARDING CLASSIFIED CONFIDENTIAL EMPLOYEES CALENDARS: As a reminder, your calendar will have boxes around holidays that are listed in the CSEA Collective Bargaining Agreement as paid holidays. These days will be counted as part of your work days which means you will be paid for these days. You may not work these paid holidays, unless approved by the Associate Superintendent for Human Resources. This applies to the following classifications: site secretaries, site business managers, administrative secretaries, human resources classified confidential staff, district receptionist and business services classified confidential staff. You should complete the calendar with boxes around the holidays. Any questions, please do not hesitate to contact Erin Quintana, Director of Human Resources.

Attendance at conferences, school carnivals, fund-raisers, etc. held on weekends or non-contract days will not be approved as workdays. Exceptions may be made for activities designated as approved District activities at which attendance is mandatory, such as community conference, recruitment trips, participation in interviews for new employees, etc. All exceptions will need prior approval on the District-designated form*.

Typically, non-work days will not be approved for any period of time that school is in session. Any exceptions must be requested on the District-designated form*, approved by the immediate supervisor and also by the Associate Superintendent for Human Resources (or designee). Please make sure you submit all changes of non-work days as soon as you're aware of the change. Changing a day months later makes it hard to track and change in our payroll system.

Please complete your Calendar, have your supervisor review/approve and **return it to the Human Resources Office by Friday, May 29, 2026.**

Once the calendar has been approved and returned to you, it becomes the official record of your contracted days of service. Any changes that become necessary must be submitted on the designated-District form*, approved by your supervisor and by the Associate Superintendent for Human Resources (or designee).

Please be advised of the following:

- All absences must be reported in Aesop. This includes non-work days that you have circled on your days of service calendar.
- An absence for school business that is within the District boundaries does not have to be reported in Aesop; however, an absence for school business that is outside of the District boundaries must be reported. For example, a meeting at the County Office of Education must be reported in Aesop, but a meeting for management does not have to be reported in Aesop.
- Any/all changes to your days of service calendar must be submitted on the designated District form*, signed by your supervisor and submitted to the Human Resources Office. Changes may not be submitted for any period of time which is less than 2 hours in duration.
- **ALL NON-WORK DAYS MUST BE TAKEN AND CANNOT BE PAID OFF.** Exceptions may be approved by the Superintendent.
- Changes to your calendar **MUST BE** submitted as soon as you're aware of the change. Changing days after the fact makes it hard to track and change in our payroll system.

If you have any questions, please contact Erin Quintana at 830-3260 ext. 1303.

* The Temporary Leave of Absence request form can be found on the Staff Portal under the Human Resources section of e-forms and Informed K-12.