

## Los Rios Community College District Classified Employees Schedule 2023-2024

### Schedule for 12 Month Employees

Month	Work Days	No. of Holidays	Holidays
July 1-31	20	1	Independence Day (4th)
August 1-31	23	-	
September 1-30	20	1	Labor Day (4th)
October 1-31	22	-	
November 1-30 *	19	3	Veterans Day (10th); Thanksgiving Day Recess (23rd & 24th)
December 1-31 *	15	6	In lieu of Admission Day (22nd); Christmas Day (25th); 4 winter recess days* (26th, 27th, 28th, 29th)
January 1-31	21	2	New Year's Day (1st); Dr. Martin Luther King, Jr. Day (15th)
February 1-29	19	2	Lincoln Day (16th); Washington Day (19th)
March 1-31	21	-	
April 1-30	21	1	Cesar Chavez Day (1st)*
May 1-31	22	1	Memorial Day (27th)
June 1-30	19	1	Juneteenth (19th)
<b>Working Days</b>	<b>242</b>	<b>18</b>	

### Schedule for 10 & 11 Month Employees

Full-time employees with a work year of ten months will have a minimum of 1,616 paid-status hours. This includes, but is not limited to, vacation, holidays, and Board-granted days off. Full-time employees with a work year of eleven months will have a minimum of 1,784 paid-status hours. This includes, but is not limited to, vacation, holidays, and Board-granted days off.

### Schedule for 9 Month Employees

Full-time employees with a work year of nine months will basically have a minimum of 1,400 paid-status hours. This includes, but is not limited to, vacation, holidays, and Board-granted days off. These days will generally be scheduled during the academic calendar year.

Month	Work Days	No. of Holidays	Unpaid Days	Notes
August 14-31	14	-	-	Start day is Monday, 8/14/2023
September 1-30	20	1	-	
October 1-31	22	-	-	
November 1-30 *	19	3	-	
December 1-31 *	11	6	4	Last work day of semester is 12/15/2023
January 1-31	17	2	4	Start day is Monday, 1/8/2024
February 1-29	19	2	-	
March 1-31*	19	-	2	Includes 3/11/2024, 3/12/2024 & 3/13/2024 as work days
April 1-30	21	1	-	
May 1-31	13	1	9	Includes 5/17/2024 as a work day
<b>Working Days</b>	<b>175</b>	<b>16</b>	<b>19</b>	

\* Board-granted days off and vacation are subject to negotiation with the exclusive collective bargaining representatives and may be adjusted accordingly.