



Los Rios Community College District Classified Employees Work Schedule

2024-2025

SCHEDULE FOR 12 MONTH EMPLOYEES

Month	Work Days	No. of Holidays	Legal Holidays and Board-Approved Holidays*
July 1 - 31	22	1	Independence Day (4 th)
August 1 - 31	22	-	
September 1 - 30	20	1	Labor Day (2 nd)
October 1 - 31	23	-	
November 1 - 30	18	3	Veterans Day (11 th); Thanksgiving Day Recess (28 th & 29 th)
December 1 - 31	16	6	In lieu of Admission Day (24 th); Christmas Day (25 th); 4 winter recess days (26 th , 27 th , 30 th , & 31 st)
January 1 - 31	21	2	New Year's Day (1 st); Martin Luther King, Jr. Day (20 th)
February 1 - 28	18	2	Lincoln Day (14 th); Washington Day (17 th)
March 1 - 31	20	1	Cesar Chavez Day (31 st)
April 1 - 30	22	-	
May 1 - 31	21	1	Memorial Day (26 th)
June 1 - 30	20	1	Juneteenth (19 th)
Total Days	243	18	

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 19 - 31	10	-		Start day is Monday, August 19, 2024
September 1 - 30	20	1		
October 1 - 31	23	-		
November 1 - 30	18	3		
December 1 - 31	15	6	1	Last workday of semester is Friday, December 20, 2024
January 1 - 31	14	2	7	Start day is Monday, January 13, 2025
February 1 - 28	18	2		
March 1 - 31	18	1	2	Includes Monday – Wednesday, March 17-19, 2025
April 1 - 30	22	-		
May 1 - 31	17	1	4	Last workday of semester is Friday, May 23, 2025
Total Days	175	16	14	

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