



## Classified Employees Work Schedule

**2025-2026**

Schedule for 12 Month Employees			
Month	Work Days	No. of Holidays	Legal Holidays & Board Approved Holidays*
July 1-31	22	1	Independence Day (4th)
August 1-31	21	-	
September 1-30	21	1	Labor Day (1st)
October 1-31	23	-	
November 1-30	17	3	Veterans' Day (11th); Thanksgiving Day Recess (27th & 28th) *
December 1-31	17	6	In lieu of Admission Day (24th); Christmas Day (25th); 4 winter recess days (26th, 29th, 30th, 31th) *
January 1-31	20	2	New Year's Day (1st); Dr. Martin Luther King, Jr. Day (19th)
February 1-28	18	2	Lincoln Day (13th); Washington Day (16th)
March 1-31	21	1	Cesar Chavez Day (31st) *
April 1-30	22	-	
May 1-31	20	1	Memorial Day (25th)
June 1-30	21	1	Juneteenth (19th)
<b>Total Days</b>	<b>243</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 18-31	10	-	-	Start day is Monday, August 18, 2025
September 1-30	21	1	-	
October 1-31	23	-	-	
November 1-30 *	17	3	-	
December 1-31 *	15	6	2	Last workday of semester is Friday, December 19, 2025
January 1-31	14	2	6	Start day is Monday, January 12, 2026
February 1-28	18	2	-	
March 1-31 *	19	1	2	Monday - Wednesday, March 16-18, 2026 are workdays
April 1-30	22	-	-	
May 1-31	16	1	4	Last workday of semester is Friday, May 22, 2026
<b>Working Days</b>	<b>175</b>	<b>16</b>	<b>14</b>	

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