

DELANO UNION SCHOOL DISTRICT

Classified Employees Work Year 2023 - 2024 260 Days

Name: _____

Site/Department: _____

Position: _____

Assigned Hours: _____

Vacation hours for the 2023 - 2024 school year - _____ hours.

CHANGES ARE NOT RECOMMENDED DUE TO ABSENCE TRACKING PROBLEMS. Any future changes must have the site supervisor's signature of approval. If it is absolutely necessary to make a change, you must resubmit a new calendar and recalculate all columns including grand totals. Please keep the original and provide copies to the HR Department. This calendar specifically addresses your duty days and duty year for which you have been assigned for the 2023-2024 school year.

	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	Total Work Days	Total Paid Holidays	Total Vacation Days	Total Paid Days			
July				H																														1				
August																																						
September				H																														1				
October																																						
November										H													H	H										3				
December																						H			H				H					3				
January	H															H																		2				
February												H										H												2				
March																														H					1			
April	H																																		1			
May																														H					1			
June																																				1		
	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	Total Work Days	Total Paid Holidays	Total Vacation Days	Total Paid Days			
																																				16		260

Leave blank the days you will be actually working. Holidays and weekends are blocked out.

Employee: _____

Date: _____

Supervisor: _____

Date: _____