

2023-24 Fiscal Year Calendar

9 Month Classified (excludes custodian I's/bus paras)

REVISED 5/4/2023

Calendar 50

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- Paid Holidays (Full-time employees as noted)
- Unpaid Days
- Start and End of Calendar (204 Paid Days)

Full-time employees working 5.5 to 8 hours/day, 5 days/week for a total of 27.5 hours or more are eligible for District approved benefits.

Exception: Part-time food service workers working less than 5.5 hours/day will be eligible to be paid for authorized holidays and/or paid, non-duty days for Thanksgiving Nov. 23, 2023, Winter Break Dec 25, 2023, & Spring Break, Mar 15, 2024.

Note: The following guidelines will be used for paras working during parent/teacher/student conferences in Oct 2023 and Feb 2024.

- 1) Paras work their normal duty hours on Wed. & Thurs, plus put in time on both evenings in order to take off on Fri (secretaries will key in actual hrs worked on Wed/Thurs & deduct on Fri).
- 2) Paras work their normal duty hrs on Wed/Thurs/Fri. Principals will make arrangements for the bldg to be open on Fri and provide work to be completed and/or professional development (PD) through Infinitic website or PD assigned by the consulting teacher.
- 3) Paras work their normal duty hrs on Wed & Thurs and take a deduct on Fri. The Classified Employee Handbook **DOES NOT** allow for **personal** leave to be used on days when students are not in school.