

<b>PACIFIC GROVE UNIFIED SCHOOL DISTRICT</b>	
<b>Classified Computation of Work Days for 2024-2025</b>	
365 = days in one year	
104 = weekend days	
365 - 104 = 261 work days per year (wd/y)	
261 work days/12 months = 21.75 work days per month (wd/m)	
<b>12 Month Classified Employee</b>	
261 work days per year - 15 holidays = 246 work days	Maintenance, Grounds, Custodian, Utility
· Vacation time can be used during all Breaks	Admin Assist. V (MOT)
· Pay Schedule = 12 checks	Confidential (DO)
	Acct Clerk III (DO)
<b>11.5 Month Classified Employee</b>	
251 work days per year - 15 holidays = 236 work days	Admin Assist. (AE)
· October Break = non-working days	Clerks (AE)
· Spring Break = non-working days	IT Technician (AE)
· Pay Schedule = 12 checks	
<b>11 Month Classified Employee</b>	
11 months x 21.75 wd/m = 239 wd/y - 13 holidays = 226 work days	Admin Assist. IV (HS)
· Vacation time can be used during October, Winter & Spring Breaks	Admin Assist. III (HS)
· Pay Schedule = 12 equal checks July through June	Admin Assist. II (HS - Summer)
· Start July 15, 2024 - Last day June 12, 2025	Library Media Tech III (HS)
	Clerk III (HS) Account Clerk I (HS)
<b>10.75 Month Classified Employee</b>	
10.75 months x 21.67 wd/m = 233 wd/y - 13 holidays = 221 work days	Office Manager (FG) & (RD)
· Vacation time can be used during Winter & Spring Breaks	Admin Assist. IV (MS)
· October Break = non-working days	
· Pay Schedule = 12 equal checks July through June	
· Start July 15, 2024 - Last day June 12, 2025	
<b>10.5 Month Classified Employee</b>	
10.5 months x 21.67 wd/m = 228 wd/y - 13 holidays = 215 work days	Personnel Specialist/Tech (HR - Kimberly)
· Vacation time can be used during Winter & Spring Breaks	Admin Specialist (DO)
· October Break = non-working days	Admin Assist. II (CHS)
· Pay Schedule = 12 equal checks July through June	Admin. Assist. II (HS - Felicia)
· Start July 17, 2024 - Last day June 6, 2025	Clerk III (MS)
	Career Tech (HS)
<b>10 Month Classified Employee</b>	
10 months x 21.67 wd/m = 217 wd/y - 13 holidays = 204 work days	Bus Drivers
· Vacation time can be used during Winter & Spring Breaks	BASRP Recreation Coord.
· October Break = non-working days	BASRP Recreation Leader
· Pay Schedule = 12 equal checks July through June	IT Technicians (MS, RHD, FGE)
· Start July 31, 2024 - Last day June 6, 2025	
<b>190 Day Classified Employee</b>	
· All Breaks Off - Work student days + 5 days before school + 5 after school	Clerk III (RHD,FGE)
· Pay Schedule = 12 equal checks July through June	
· Start July 30, 2024 - Last day June 6, 2025	
<b>185 Day Classified Employee</b>	
· All Breaks Off - Work student days + 5 days before school or after school	Library Tech II (MS,RHD,FGE)
· Pay Schedule = 11 equal checks August through June (see payroll to sign up for 12 month deferred Pay)	
· Start August 1, 2024 - Last day June 3, 2025	
<b>180 Day Classified Employee</b>	
· All Breaks Off - Work student days ONLY	Instructional Assist., Food Service, Noon Duty
· Pay Schedule = 10 equal checks August through May (see payroll to sign up for 12 month deferred Pay)	Campus Super., Para
· Start August 6, 2024 - Last day May 30, 2025	BASRP Rec. Attend., Healthcare Assist.
	Crossing Guard