

## Computation of Work Days for 2011-12

365 = days in one year

104 = weekend days

$365 - 104 = 261$  work days per year (wd/y)

$261 \text{ work days} \div 12 \text{ months} = 21.75$  work days per month (wd/m)

### 12 Month Classified Employee

261 work days per year – 14 holidays = 247 work days

- Vacation time can be used during all Breaks, with prior Administrative approval
- Pay Schedule = 12 checks

### 11 Month Classified Employee

11 months x 21.75 wd/m = 239 wd/y – 13 holidays = 226 work days

- Vacation time can be used during October, Winter & Spring Breaks (with prior Administrative approval)
- Pay Schedule = 12 equal checks July through June
- start July 25, 2011 – Last day June 21, 2012

### 10.75 Month Classified Employee

10.75 months x 21.75 wd/m – 234 wd/y – 13 holidays = 221 work days

- Vacation time can be used during Winter & Spring Breaks (with prior Administrative approval)
- October Break = non-working days
- Pay Schedule = 12 equal checks July through June
- Start July 25, 2011 – Last day June 21, 2012

### 10.5 Month Classified Employee

10.5 months x 21.75 wd/m = 228 wd/y – 13 holidays = 215 work days

- Vacation time can be used during Winter & Spring Breaks (with prior Administrative approval)
- October Break = non-working days
- January 9, 2012 = non-working day
- Pay Schedule = 12 equal checks July through June
- Start July 25, 2011 – Last day June 14, 2012

### 10 Month Classified Employee

10 months x 21.75 wd/m = 218 wd/y – 13 holidays = 205 work days

- Vacation time can be used during Winter & Spring Breaks, with prior Administrative approval
- October Break = non-working days
- January 9, 2011 = non-working day
- Pay Schedule = choice of 11 checks or deferred pay (consult with district payroll office)
- Start August 1, 2011 – Last day June 7, 2012

### 180 Day Classified Employee

- All Breaks Off
- January 9, 2012 = non-working day
- Pay Schedule = choice of 10 checks or deferred pay (consult with district payroll office)
- Start August 10, 2011 – Last day May 25, 2012