

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**  
**Classified Computation of Work Days for 2019-2020**

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)

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**12 Month Classified Employee**

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

- Vacation time can be used during all Breaks
  - Pay Schedule = 12 checks
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**11.5 Month Classified Employee**

251 work days per year - 14 holidays = 237 work days

- October Break = non-working days
  - Spring Break = non-working days
  - Pay Schedule = 12 checks
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**Clerks (AE)**

**Admin Assist. (AE) Michelle M.**

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**11 Month Classified Employee**

11 months x 21. wd/m = 231 wd/y - 13 holidays = 218 work days

- Vacation time can be used during October, Winter & Spring Breaks
  - Pay Schedule = 12 equal checks July through June
  - Start July 22, 2019 - Last day June 18, 2020
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**Clerk III (HS) Dianna G.**

**Admin Assist. IV (HS) TBD**

**Admin Assist. III (HS) TBD**

**Library Media Tech (HS) Shirley U.**

**Bus Foreman - Lisa S.**

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**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
  - October Break = non-working days
  - Pay Schedule = 12 equal checks July through June
  - Start July 22, 2019 - Last day June 18, 2020
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**Office Manager (RD & FG)**

**Amy R. & Deborah M.**

**Admin Assist. IV (MS) Patti O.**

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**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
  - October Break = non-working days
  - Pay Schedule = 12 equal checks July through June
  - Start July 22, 2019 - Last day June 10, 2020
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**Clerks (MS) Robin C., Apple A.**

**Leslie & Sara**

**Admin Assist. (CHS) Johanna B.**

**Career Tech – Janet L.**

**Admin. Assist. II (HS) Felicia A. &**

**Debbie F.**

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**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
  - October Break = non-working days
  - Pay Schedule = 12 equal checks August through June
  - Start July 30, 2019 - Last day June 4, 2020
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**Bus Drivers**

**Comp. Tech's**

**Rec. Coord. – Jill H. & Marlene R.**

**IA ~ Pre-school (some)**

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**190 Day Classified Employee**

- All Breaks Off - Work student days + 5 days before school + 5 after school
  - Pay Schedule = 12 equal checks July through June
  - Start July 31, 2019 - Last day June 5, 2020
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**Clerk III (RD & FG ONLY) Kelly V. & Nancy D.**

**Pers. Tech. – Kimberly O.**

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**185 Day Classified Employee**

- All Breaks Off - Work student days + 5 days before school or after school
  - Pay Schedule = 11 equal checks August through June (see payroll to sign up for 12 month deferred Pay)
  - Start August 5, 2019 - Last day June 3, 2020
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**Library Tech (non HS)**

**IA ~ Pre-school (some)**

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**180 Day Classified Employee**

- All Breaks Off - Work student days ONLY
  - Pay Schedule = 10 equal checks August through May (see payroll to sign up for 12 month deferred Pay)
  - Start August 7, 2019 - Last day May 30, 2020
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**Inst. Assist., Food Service, Noon Duty**

**BASRP, Health Aides**