

<b>PACIFIC GROVE UNIFIED SCHOOL DISTRICT</b>	
<b>Classified Computation of Work Days for 2020-2021</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>	<b>Bus Trainer Disp. - TBD</b>
261 work days per year - 14 holidays = 247 work days	<b>Maintenance, Grounds, Custodian</b>
· Vacation time can be used during all Breaks	<b>Confidential</b>
· Pay Schedule = 12 checks	<b>Acct Clerk III Marie F.</b>
<b>11.5 Month Classified Employee</b>	<b>Admin Assist. (AE) Michelle M.</b>
251 work days per year - 14 holidays = 237 work days	<b>Clerks (AE) Diane P., Summer C., Marion H.</b>
· October Break = non-working days	<b>Ginny R., Susan L.</b>
· Spring Break = non-working days	
· Pay Schedule = 12 checks	
<b>11 Month Classified Employee</b>	<b>Admin Assist. IV (HS) Lisa V.</b>
11 months x 21.75 wd/m = 239 wd/y - 13 holidays = 226 work days	<b>Admin Assist.III (HS) Johanna B.</b>
· Vacation time can be used during October, Winter & Spring Breaks	<b>Clerk III (HS) Dianna G. Account Clerk I Felicia A.</b>
· Pay Schedule = 12 equal checks July through June	<b>Library Media Tech III (HS) Shirley U.</b>
· Start July 20, 2020 - Last day June 17, 2021	
<b>10.75 Month Classified Employee</b>	<b>Office Manager (FG) Deborah M. &amp; (RD) Amy R.</b>
10.75 months x 21.75 wd/m = 234 wd/y - 13 holidays = 221 work days	<b>Admin Assist. IV (MS) Patti O.</b>
· Vacation time can be used during Winter & Spring Breaks	
· October Break = non-working days	
· Pay Schedule = 12 equal checks July through June	
· Start July 20, 2020 - Last day June 17, 2021	
<b>10.5 Month Classified Employee</b>	<b>Admin Specialist (DO) Leslie T. &amp; Sara B.</b>
10.5 months x 21.75 wd/m = 228 wd/y - 13 holidays = 215 work days	<b>Admin Assist. II (CHS) Desiree B.</b>
· Vacation time can be used during Winter & Spring Breaks	<b>Admin. Assist. II (HS) Felicia A. &amp; TBD</b>
· October Break = non-working days	<b>Clerk III (MS) Robin C., Apple A.</b>
· Pay Schedule = 12 equal checks July through June	<b>Career Tech – Janet L.</b>
· Start July 20, 2020 - Last day June 9, 2021	
<b>10 Month Classified Employee</b>	<b>Bus Drivers</b>
10 months x 21.75 wd/m = 218 wd/y - 13 holidays = 205 work days	<b>Recreation Coord. Jill H.</b>
· Vacation time can be used during Winter & Spring Breaks	<b>Recreation Leader Marlene R.</b>
· October Break = non-working days	<b>Computer Tech.'s (HS) RaDonna J.,</b>
· Pay Schedule = 12 equal checks August through June	<b>(MS) Greyson F., (RD) Daniel S.</b>
· Start July 29, 2020 - Last day June 4, 2021	<b>(FG) Carey P., (AE) Raymond D.</b>
<b>190 Day Classified Employee</b>	<b>Clerk III (RD) Kelly V., (FG) Nancy D., (FG) Betty M.</b>
· All Breaks Off - Work student days + 5 days before school + 5 after school	<b>Personnel Tech. – Kimberly O.</b>
· Pay Schedule = 12 equal checks July through June	
· Start July 29, 2020 - Last day June 4, 2021	
<b>185 Day Classified Employee</b>	<b>Library Tech II (MS) Jodi B., (FG) Christine G., (RD) Anne S.</b>
· 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 3, 2020 - Last day June 2, 2021	
<b>180 Day Classified Employee</b>	<b>Instructional Assist., Food Service, Noon Duty</b>
· All Breaks Off - Work student days ONLY	<b>Campus Super., Para</b>
· Pay Schedule = 10 equal checks August through May (see payroll to sign up for 12 month deferred Pay)	<b>BASRP Rec. Attend., Healthcare Assist.</b>
· Start August 6, 2020 - Last day May 28, 2021	