

<b>PACIFIC GROVE UNIFIED SCHOOL DISTRICT</b>	
<b>Classified Computation of Work Days for 2023-2024</b>	
366 = days in one year	
106 = weekend days	
366 - 106 = 260 work days per year (wd/y)	
260 work days 12 months = 21.67 work days per month (wd/m)	
<b>12 Month Classified Employee</b>	
260 work days per year - 15 holidays = 245 work days	<b>Maintenance, Grounds, Custodian, Utility</b>
· Vacation time can be used during all Breaks	<b>Admin Assist. V (MOT)</b>
· Pay Schedule = 12 checks	<b>Confidential (DO)</b>
	<b>Acct Clerk III (DO)</b>
<b>11.5 Month Classified Employee</b>	
250 work days per year - 15 holidays = 235 work days	<b>Admin Assist. (AE)</b>
· October Break = non-working days	<b>Clerks (AE)</b>
· Spring Break = non-working days	<b>IT Technician (AE)</b>
· Pay Schedule = 12 checks	
<b>11 Month Classified Employee</b>	
11 months x 21.67 wd/m = 238 wd/y - 13 holidays = 225 work days	<b>Admin Assist. IV (HS)</b>
· Vacation time can be used during October, Winter & Spring Breaks	<b>Admin Assist. III (HS)</b>
· Pay Schedule = 12 equal checks July through June	<b>Admin Assist. II (HS - Summer)</b>
· Start July 17, 2023 - Last day June 12, 2024	<b>Library Media Tech III (HS)</b>
	<b>Clerk III (HS) Account Clerk I (HS)</b>
<b>10.75 Month Classified Employee</b>	
10.75 months x 21.67 wd/m = 233 wd/y - 13 holidays = 220 work days	<b>Office Manager (FG) &amp; (RD)</b>
· Vacation time can be used during Winter & Spring Breaks	<b>Admin Assist. IV (MS)</b>
· October Break = non-working days	
· Pay Schedule = 12 equal checks July through June	
· Start July 17, 2023 - Last day June 12, 2024	
<b>10.5 Month Classified Employee</b>	
10.5 months x 21.67 wd/m = 228 wd/y - 13 holidays = 215 work days	<b>Personnel Specialist/Tech (HR - Kimberly)</b>
· Vacation time can be used during Winter & Spring Breaks	<b>Admin Specialist (DO)</b>
· October Break = non-working days	<b>Admin Assist. II (CHS)</b>
· Pay Schedule = 12 equal checks July through June	<b>Admin. Assist. II (HS - Felicia)</b>
· Start July 19, 2023 - Last day June 7, 2024	<b>Clerk III (MS)</b>
	<b>Career Tech (HS)</b>
<b>10 Month Classified Employee</b>	
10 months x 21.67 wd/m = 217 wd/y - 13 holidays = 204 work days	<b>Bus Drivers</b>
· Vacation time can be used during Winter & Spring Breaks	<b>BASRP Recreation Coord.</b>
· October Break = non-working days	<b>BASRP Recreation Leader</b>
· Pay Schedule = 12 equal checks July through June	<b>IT Technicians (MS, RHD, FGE)</b>
· Start July 31, 2023 - Last day June 4, 2024	
<b>190 Day Classified Employee</b>	
· All Breaks Off - Work student days + 5 days before school + 5 after school	<b>Clerk III (RHD,FGE)</b>
· Pay Schedule = 12 equal checks July through June	
· Start July 31, 2023 - Last day June 5 2024	
<b>185 Day Classified Employee</b>	
· All Breaks Off - Work student days + 5 days before school or after school	<b>Library Tech II (MS,RHD,FGE)</b>
· Pay Schedule = 11 equal checks August through June (see payroll to sign up for 12 month deferred Pay)	
· Start August 4, 2023 - Last day June 4, 2024	
<b>180 Day Classified Employee</b>	
· All Breaks Off - Work student days ONLY	<b>Instructional Assist., Food Service, Noon Duty</b>
· Pay Schedule = 10 equal checks August through May (see payroll to sign up for 12 month deferred Pay)	<b>Campus Super., Para</b>
· Start August 9, 2023 - Last day May 31, 2024	<b>BASRP Rec. Attend., Healthcare Assist.</b>
	<b>Crossing Guard</b>