

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT****Classified Computation of Work Days for 2020-2021**

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)

**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

**Bus Trainer Disp. - TBD**  
**Maintenance, Grounds, Custodian**  
**Confidential**  
**Acct Clerk III**

**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

**Admin Assist. (AE)**  
**Clerks (AE)**

**11 Month Classified Employee**

11 months x 21. wd/m = 239 wd/y - 13 holidays = 226 work days

- Vacation time can be used during October, Winter & Spring Breaks
- Pay Schedule = 12 equal checks July through June
- Start July 20, 2020 - Last day June 17, 2021

**Admin Assist. IV (HS)**  
**Admin Assist. III (HS)**  
**Clerk III (HS)**  
**Clerk I**  
**Library Media Tech III (HS)**

**Account****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 20, 2020 - Last day June 17, 2021

**Office Manager (FG) & (RD)**  
**Admin Assist. IV (MS)**

**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 20, 2020 - Last day June 9, 2021

**Admin Specialist (DO)**  
**Admin Assist. II (CHS)**  
**Admin. Assist. II (HS)**  
**Clerk III (MS)**  
**Career Tech**

**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 29, 2020 - Last day June 4, 2021

**Bus Drivers**  
**Recreation Coord.**  
**Recreation Leader**  
**Computer Tech.'s**

**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 29, 2020 - Last day June 4, 2021

**Clerk III (RD), (FG)**  
**Personnel Tech.**

**185 Day Classified Employee**

- All Breaks Off - Work student days + 5 days before school or after

- 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

**Library Tech II (MS), (FG), (RD)**

**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 6, 2020 - Last day May 28, 2021

**Instructional Assist., Food Service, Noon Duty**  
**Campus Super., Para**  
**BASRP Rec. Attend., Healthcare Assist.**