

PACIFIC GROVE UNIFIED SCHOOL DISTRICT	
Classified Computation of Work Days for 2021-2022	
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	Bus Trainer Disp. - TBD
· Vacation time can be used during all Breaks	Maintenance, Grounds, Custodian
· Pay Schedule = 12 checks	Confidential
	Acct Clerk III
11.5 Month Classified Employee	
251 work days per year - 14 holidays = 237 work days	Admin Assist. (AE)
· October Break = non-working days	Clerks (AE)
· Spring Break = non-working days	Admin Assist. IV (MOT)
· Pay Schedule = 12 checks	
11 Month Classified Employee	
11 months x 21. wd/m = 239 wd/y - 13 holidays = 226 work days	Admin Assist. IV (HS)
· Vacation time can be used during October, Winter & Spring Breaks	Admin Assist. III (HS)
· Pay Schedule = 12 equal checks July through June	Clerk III (HS) Account Clerk I
· Start July 20, 2021 - Last day June 17, 2022	Library Media Tech III (HS)
10.75 Month Classified Employee	
10.75 months x 21.75 wd/m = 234 wd/y - 13 holidays = 221 work days	Office Manager (FG) & (RD)
· Vacation time can be used during Winter & Spring Breaks	Admin Assist. IV (MS)
· October Break = non-working days	
· Pay Schedule = 12 equal checks July through June	
· Start July 20, 2021 - Last day June 17, 2022	
10.5 Month Classified Employee	
10.5 months x 21.75 wd/m = 228 wd/y - 13 holidays = 215 work days	Admin Specialist (DO)
· Vacation time can be used during Winter & Spring Breaks	Admin Assist. II (CHS)
· October Break = non-working days	Admin. Assist. II (HS)
· Pay Schedule = 12 equal checks July through June	Clerk III (MS)
· Start July 20, 2021 - Last day June 9, 2022	Career Tech
10 Month Classified Employee	
10 months x 21.75 wd/m = 218 wd/y - 13 holidays = 205 work days	Bus Drivers
· Vacation time can be used during Winter & Spring Breaks	Recreation Coord.
· October Break = non-working days	Recreation Leader
· Pay Schedule = 12 equal checks August through June	Computer Tech.'s
· Start July 28, 2021 - Last day June 3, 2022	
190 Day Classified Employee	
· All Breaks Off - Work student days + 5 days before school + 5 after school	Clerk III (RD), (FG)
· Pay Schedule = 12 equal checks July through June	Personnel Tech.
· Start July 27, 2021 - Last day June 3, 2021	
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)	Library Tech II (MS), (FG), (RD)
· Start August 3, 2021 - Last day June 3, 2022	
180 Day Classified Employee	
· All Breaks Off - Work student days ONLY	Instructional Assist., Food Service, Noon Duty
· Pay Schedule = 10 equal checks August through May (see payroll to sign up for 12 month deferred Pay)	Campus Super., Para
· Start August 5, 2021 - Last day May 27, 2022	BASRP Rec. Attend., Healthcare Assist.