

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

Classified Computation of Work Days for 2016 - 2017

365 = days in one year

104 = weekend days

$365 - 104 = 261$ work days per year (wd/y)

$261 \text{ work days} \div 12 \text{ months} = 21.75$ 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

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

11 Month Classified Employee

11 months x 21.75 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 25, 2016 - Last day June 22, 2017

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 25, 2016 - Last day June 22, 2017

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 25, 2016 - Last day June 14, 2017

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 = 11 equal checks August through June/ may sign up for 12 (see payroll)
- Start Aug 1, 2016 - Last day June 7, 2017

190 Day Classified Employee

- All Breaks Off - Work student days + 5 days before school + 5 after school
- Pay Schedule = 11 equal checks August through June/ may sign up for 12 (see payroll)
- Start August 3, 2016 - Last day June 9, 2017

180 Day Classified Employee

- All Breaks Off - Work student days ONLY
- Pay Schedule = 11 equal checks August through June/ may sign up for 12 (see payroll)
- Start August 10, 2016 - Last day June 2, 2017