

Fremont Union High School District
 240 Day Adult School Employee Classified Work Year Calendar
 2024-2025

Employee Information				
First Name:		Last Name:		Site:
Position:		Start Date:		End Date:
Start Time:	End Time:	Lunch:	Break:	Break:
Employee Comments:			Manager Comments:	

Please complete the calendar by marking the following:
 *One Float Day (F) – may be used after 6 months of service *Tentative Vacation Days (V)

July 2024 3	August 2024 20	September 2024 20	October 2024 23	LEGEND		
M T W T F	M T W T F	M T W T F	M T W T F	NON-DUTY DAY (N)		
1 H	2 N	3 N	4 H	5 N	PAID HOLIDAY (H)	
8 N	9 N	10 N	11 N	12 N	FIRST WORK DAY	
15 N	16 N	17 N	18 N	19 N	LAST WORK DAY	
22 N	23 N	24 N	25 N	26 N	REQUIRED VACATION DAY (V)	
29 N	30 N	31 N			PAID DAYS	
					WORK DAYS	224
					HOLIDAYS	16
					TOTAL PAID DAYS	240
November 2024 18	December 2024 17	January 2025 21	February 2025 18	VACATION ACCRUAL		
M T W T F	M T W T F	M T W T F	M T W T F	DAYS PER YEAR		
4 N	5 N	6 N	7 N	8 N	DAYS PER MONTH	
11 H	12 N	13 N	14 N	15 N	VACATION INCREASE	
18 N	19 N	20 N	21 N	22 N	YEAR 6	
25 N	26 N	27 N	28 H	29 H	YEAR 11	
					SCHEDULED FLOAT DAY	
March 2025 21	April 2025 22	May 2025 21	June 2025 20			
M T W T F	M T W T F	M T W T F	M T W T F			
3 N	4 N	5 N	6 N			
10 N	11 N	12 N	13 N			
17 N	18 N	19 N	20 N			
24 N	25 N	26 N	27 N			
31 N	28 N	29 N	30 N			

Employee Signature

Executive Assistant Signature

Supervisor Signature

- CALENDARS DUE TO PRINCIPAL/SUPERVISOR: MAY 10, 2024 -
 - CALENDARS DUE TO HUMAN RESOURCES: JUNE 14, 2024 -
 Prior to June 1st, the Supervisor and employee will meet and consult, if needed.
 The Employee, Supervisor, and the Executive Assistant should each keep a copy of this calendar.