

ADMINISTRATIVE DUTY DAY CALENDAR
2014/15 School Year

	<u>Total Days Available to Work</u>	<u>Non-Duty Days</u> <u>(Day shown is day of month)</u>
July, 2014	22	4
August	21	--
September	21	1
October	23	--
November	17	11, 27, 28
December	19	24, 25, 26*, 31
January, 2015	20	1, 19
February	18	9, 16
March	22	--
April	21	3**
May	20	25
June	<u>22</u>	--
Total	246	15

* December 26, 2014, will be observed in lieu of Admissions Day.

** The Spring Friday Holiday may be used as a Floating holiday on another day other than April 3 with prior supervisor approval.

Note: Administrators on a 12-month contract are entitled to 22 days of vacation. The request for vacation days shall be in writing prior to the use of the vacation days and be approved by the Superintendent or designee. Vacation days are to be used during the year the days are earned.

The above calendar excludes Saturdays and Sundays. Selected administrative personnel may occasionally have additional duty days based upon unique needs of the District. The additional duty days must be approved by the Superintendent or designee.

Reference: Education Code Sections 37110-37223, 45205, 45206.5, Board Policy 6310, Pupil Attendance Calendar

Regulation approved: July 14, 2014