

2023-24 Calendar

12 Month Clerical

Total Paid Days 259
 8 Hour Work Days 200
 7 Hour Work Days 48
 8 Hour Holidays 11
 Total Hours* 2024

* Note some buildings are working 4 days during summer months; summer work hours are 8.75 hours/day for those buildings.

*2023 total

2023

JULY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Paid Days (8 hour days) 0
 Total 7 hr days (or 8.75 x 4 days- 12) 20
 July 4 - Holiday 1

* buildings w/4 day work weeks - 7/3 - 7/6 = 9 hrs

AUGUST						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Paid Days 14
 August 1-11 are 7 hour days 9
 (or 8.75 hrs x 8 days)

SEPTEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Paid Days 20
 September 4 - Holiday 1

OCTOBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Paid Days 22

NOVEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Paid Days 20
 November 23, 24 - Holidays 2

DECEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Paid Days 16
 December 25, 26, and 27 - Holidays 3
 December 28, 29 - 7 hour work days 2

2024

JANUARY						
S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Paid Days 20
 January 1, 2 - Holiday 2
 January 15 - Non Work Day 1

FEBRUARY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Paid Days 19
 February 16 & 19 are 7 hour work days 2

MARCH						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Paid Days 16
 March 25-28 are 7 hour work days 4
 March 29 - Holiday 1

APRIL						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Paid Days 21
 April 1 is 7 hour work day 1

MAY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Paid Days 22
 May 27 - Holiday 1

JUNE						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Paid Days 10
 June 17 to June 28 are 7 hours (w/Fridays) or 10
 June 17 to June 28 are 8.75 hours (no Fridays) (8 paid days - 8.75 hour days)