

2024-25 Calendar

12 Month Clerical

Total Paid Days 260
 8 Hour Work Days 196
 7 Hour Work Days 53
 8 Hour Holidays 11
 Total Hours* 2027

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

*2027.75 total

2024

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- 15) 22
 July 4 - Holiday 1

* buildings w/4 day work weeks - 7/1 -7/3 = 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 15
 August 1-9 are 7 hour days 7
 (or 8.75 hrs x 5 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 2 - 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
 October 21 is a 7 hour work day 1

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 19
 November 28, 29 - 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 15
 December 24, 25, 26, 31 - Holidays 4
 December 23, 27, 30 - 7 hour work days 3

2025

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 19
 January 1 - Holiday 1
 January 2, 3 are 7 hour work days 2
 January 20 - Non Work Day

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	

Paid Days 19
 February 17 is a 7 hour work day 1

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 24-28 are 7 hour work days 5

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 20
 April 18 - Holiday 1
 April 21 is a 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 21
 May 26 - 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 16 to June 30 are 7 hours (w/Fridays) or
 June 16 to June 30 are 8.75 hours (no Fridays) (9 paid days - 8.75 hour days)