

# 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.

\*2035.75 total

### 2024

JULY							
S	M	T	W	T	F	S	
	1	2	3	<del>4</del>	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

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

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)

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	<del>28</del>	<del>29</del>	30	

Paid Days 19  
 November 28, 29 - Holidays 2

SEPTEMBER							
S	M	T	W	T	F	S	
1	<del>2</del>	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

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	
			<del>1</del>	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	<del>20</del>	21	22	23	24	25	
26	27	28	29	30	31		

Paid Days 19  
 January 1, 20 - Holiday 2  
 January 2, 3 are 7 hour work days 2

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	<del>18</del>	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	<del>26</del>	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 11  
 June 16 - June 20 are 7 hr days & June 23 - June 30 are 8.75 hrs (no Friday) (5 - 7 hr days & 5 - 8.75 hr days)