

# San Dieguito

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## Union High School District

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**Date:** March 20, 2009  
**To:** All Classified Employees and District Administrators  
**From:** Sue Koehnen, Director of Human Resources  
**Cc:** CSEA and SDFA  
**Re:** Classified Calendar for 09-10 School Year

**1. Classified Calendar:** The following are the start and end dates for the 09-10 school year:

	<u>Start Date</u>	<u>End Date</u>	<u>Note:</u>
12-Month	July 1, 2009	June 30, 2010	
11.5-Month	July 1, 2009	June 30, 2010	Off August 3-14, 2009
11-Month	August 1, 2009	June 30, 2010	
School Term +10	August 18, 2009	June 21, 2010	15 Non-Work Days
School Term +5	August 24, 2009	June 18, 2010	15 Non-Work Days
School Term	August 31, 2009	June 18, 2010	15 Non-Work Days

**2. Vacation:** The number of days an employee earns vacation leave per years is as follows:

<u># Years of Service:</u>	<u>0-5</u>	<u>6-10</u>	<u>11-15</u>	<u>16-20</u>	<u>21+</u>
12-Month	12	15	18	21	24
11.5-Month	12	15	18	21	24
11-Month	11	13.5	16.5	19.25	22
School Term +10	11	13.5	16.5	19.25	22
School Term +5	10	12.5	15	17.5	20
School Term	10	12.5	15	17.5	20

**Notes:**

- *Employees working less than 12 months are required to take their vacation during the Fall, Winter and Spring Break and will automatically have their time deducted from their leave balances. No leave forms will be required.*
- *September 28, 2009 is a Non-Work Day for ST, ST+5, and ST +10 employees. Employees electing to use accrued vacation on this day must turn in an approved leave form to request payment. Employees will receive payment on their October paycheck.*

**3. Sick Leave:** The following are the current annual sick leave accruals:

<u>Employment</u>	<u># Sick Days/Year</u>	<u>Employment</u>	<u>Sick Days/Year</u>
12-Month	12	School Term +10	11
11.5-Month	12	School Term +5	10
11-Month	11	School Term	10

**4. December 30, 2009:** The 2009-10 school year has 261 possible work days for 12-month employees. Per agreement with CSEA and the District, 12-month employees are only required to work a total of 260 days. Therefore, December 30<sup>th</sup> is a non-work, non-paid day for 12-month employees. No leave forms are required and employees can not turn in a vacation request for additional pay. All other employees are required to use vacation as stated in Item #2 above.

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT**  
Classified Calendar 2009-10

Distributed on 3/20/09

	M	T	W	T	F	
Jul			1 #	2	3	7/1 <b>First day for 11.5 and 12 month employees</b>
Jul	6	7	8	9	10	7/4 Independence Day
Jul	13	14	15	16	17	
Jul	20	21	22	23	24	
Jul	27	28	29	30	31	
Aug	3	4	5	6	7	8/3 <b>First Day for 11 month</b>
Aug	10	11	12	13	14	8/18 <b>First Day for ST+10</b>
Aug	17	18 #	19	20	21	8/24 <b>First Day for ST+5</b>
Aug	24 #	25	26	27	28	8/31 Classified Inservice Day, <b>1st Day - School Term</b>
Sep	31	1 #	2	3	4	9/1 <b>First Day of School</b>
1 Sep	7	8	9	10	11	9/7 Labor Day
Sep	14	15	16	17	18	
Sep	21	22	23	24	25	
Sep	28	29	30	1	2	9/28 Non-Work Day for ST, ST+5 and ST+10
2 Oct	5	6	7	8	9	
Oct	12	13	14	15	16	
Oct	19	20	21	22	23	
Oct	26	27	28	29	30	
3 Nov	2	3	4	5	6	
Nov	9	10	11	12	13	11/11 Veterans Day
Nov	16	17	18	19	20	
Nov	23	24	25	26	27	11/23 -27 Fall Break
4 Nov	30	1	2	3	4	
Dec	7	8	9	10	11	
Dec	14	15	16	17	18	
Dec	21	22	23	24	25	12-21 -1/1 Winter Break
Dec	28	29	30	31	1	12/30 Non-Work Day for all Classified Employees
Jan	4	5	6	7	8	
5 Jan	11	12	13	14	15	
Jan	18	19	20	21	22	1/18 M.L. King Jr. Day (3)
Jan	25	26	27	28	29	2/1 Non-Work Day for ST, ST+5, ST+10
Feb	1	2	3	4	5	2/2 Classified Inservice Day
6 Feb	8	9	10	11	12	2/12 Lincoln Day (4)
Feb	15	16	17	18	19	2/15 Washington Day
Feb	22	23	24	25	26	
Mar	1	2	3	4	5	
7 Mar	8	9	10	11	12	
Mar	15	16	17	18	19	
Mar	22	23	24	25	26	
Mar	29	30	31	1	2	
8 Apr	5	6	7	8	9	4/5 Spring Holiday (Easter is 4/4)
Apr	12	13	14	15	16	4/5 - 4/9 Spring Break
Apr	19	20	21	22	23	
Apr	26	27	28	29	30	
9 May	3	4	5	6	7	
May	10	11	12	13	14	
May	17	18	19	20	21	
May	24	25	26	27	28	
10 May	31	1	2	3	4	5/31 Memorial Day
Jun	7	8	9	10	11	
Jun	14	15	16	17	18 #	6/18 <b>Last day of school and for ST and ST+5</b>
Jun	21 #	22	23	24	25	6/21 <b>Last day for ST+10</b>
Jun	28	29	30 #			6/30 <b>Last day for 11, 11.5 and 12 month</b>

- Paid Holidays
- Paid Inservice Days for all classified employees:
- Non-Work Days for School Term (ST), ST+5 ar
- Non-Work Day for all Classified Employees

TOTAL # OF WORK DAYS  
TOTAL # OF PAID HOLIDAYS  
TOTAL # OF PAID DAYS

ST	ST+5	ST+10	11	12
0	0	0	0	22
5	10	14	25	25
18	18	18	19	19
20	20	20	20	20
14	14	14	17	17
20	20	20	26	25
18	18	18	19	19
18	18	18	18	18
20	20	20	20	20
15	15	15	19	19
20	20	20	20	20
14	14	15	19	19
0	0	0	3	3
182	187	192	225	246
13	13	13	13	14
195	200	205	238	260

- School Term Employees (ST): Bi-Lingual Instructional Assistants, SpEd Instructional Assistants, Job Placement Assistants  
Nutrition Services Assistant I and II, MS and HS Campus Supervisors
- School Term Employees (ST+5): School Bus Drivers and Attendants, Nutrition Services Transporters & Production Assistants, Occupational Therapist
- School Term Employees (ST+10): Office Assistants, Receptionists, Secretaries, Site Admin Secretaries, Health Technicians  
Lead Library Media Technicians, Theatre Technicians, Tutoring Center Specialist, Nutrition Services Supervisors
- 11-Month Employees: Accounting Asst. ASB, MS Counseling and HS Athletic Secretaries, Office Asst. at Sunset and Adult Ed  
Admin Sec at TP, Campus Supervisor at Adult Ed
- 11.5-Month Employees: Secretaries at Adult Ed (off calendar from August 3-14)