

**DATES OF EMPLOYMENT
2024-25
SECRETARIAL/CLERICAL
Less Than 12 Months**

Number of Days:	191	195	198	204	211	214
Job Titles:	Itinerant Secretary	Library Clerk	Other designated Secretaries in School Buildings and Central Administration	Elementary Office Manager, Elementary Support Secretaries, Designated MS/HS Support Secretaries in School Buildings	Designated Central Admin Secretaries, Designated MS/HS Support Secretaries, NS Clerk, Special Ed Secretary	Middle School Office Manager, Data Processor High School, Designated MS/HS Support Secretaries, Other Designated Secretaries in School Buildings and Central Administration
Start Date:	August 28, 2024 One day before School Launch	August 27, 2024 Two days before School Launch	August 21, 2024 Six days before School Launch	August 15, 2024 Ten days before School Launch	August 14, 2024 Eleven days before School Launch	August 9, 2024 Fourteen days before School Launch
End Date*:	June 17, 2025 Work the last day of school – full workday	June 20, 2025 Three days after the last day of school	June 19, 2025 Two days after the last day of school	June 23, 2025 Four days after the last day of school	July 1, 2025 Ten days after the last day of school	July 1, 2025 Ten days after the last day of school

August 2024 First Contract Dates				
M	T	W	T	F
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

June/July 202 Last Contract Dates				
M	T	W	T	F
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	1	1	2	3
			3	4

Paid holidays: Labor Day 9/2/2024, Veteran's Day 11/11/2024, Thanksgiving 11/28-29, 2024, Christmas 12/25/2022, New Year's Eve 12/31/2024 New Year's Day 1/1/2025, Martin Luther King Day 1/20/2025, President's Day 2/17/2025, Memorial Day 5/26/2025, Juneteenth 6/19/2025 (if applicable)

Winter Break: 12/23/2024-1/3/2025

Semester Break day: 1/31/2025

Spring Break: 4/7/2025-4/11/2025

Conference Week: Classified staff members are paid for their normal hours during elementary spring conference days. If they wish to have the days off, they must use proper request/approval for personal/vacation leave.

IMPORTANT DATES:

OCTOBER 11, 2024 - LID Day This is a non-workday.

NOVEMBER 27, 2024 -This is a non-workday.

JANUARY 31, 2025 – This is a non-workday. Semester break day.

FEBRUARY 14, 2025– LID Day. This is a non-workday

Designated make-up days will become workdays when it is necessary to cancel school/work due to a weather emergency. When making out-of-office plans, please be cautious of making them on a designated weather make up day as these days could become required workdays

FEBRUARY 18, 2025- Scheduled Weather Make-up Day.

MARCH 14, 2025 – Scheduled Weather Make-up Day

MAY 23, 2025 – Scheduled Weather Make-up Day.