



## 2024-2025 PERSONNEL CALENDAR

**I. 12 MONTH PERSONNEL** - Principal's offices, Transportation, Maintenance and Central Office will be closed on holidays listed. Any other weekdays during the year are considered regular workdays.

HOLIDAY	OBSERVANCE DATE	DAY OF WEEK
INDEPENDENCE DAY	JULY 4, 2024	THURSDAY
LABOR DAY	SEPTEMBER 2, 2024	MONDAY
VETERANS DAY	NOVEMBER 11, 2024	MONDAY
THANKSGIVING	NOVEMBER 28-29, 2024	THURSDAY- FRIDAY
CHRISTMAS	DECEMBER 24- 26, 2024	TUESDAY-THURSDAY
NEW YEAR'S DAY	JANUARY 1, 2025	WEDNESDAY
MARTIN LUTHER KING JR. DAY	JANUARY 20, 2025	MONDAY
GOOD FRIDAY	APRIL 18, 2025	FRIDAY
MEMORIAL DAY	MAY 26, 2025	MONDAY

## II. TERMS OF EMPLOYMENT: ELEVEN MONTH & TWELVE MONTH TEACHING PERSONNEL

ELEVEN MONTHS	AUGUST 1 - JUNE 30
TWELVE MONTHS	JULY 1 - JUNE 30

- 11-month and 12-month teaching personnel are to follow the 10-month calendar during the school year.
- Vacation requested before and after the 10-month school year must be approved by an immediate supervisor.

## III. VACATION DAYS - Vacation days are earned based on the number of years employed

Years worked	Days per month	Days per year (11 mo.)	Days per year (12 mo.)
Less than 5 years	1.17	12.87	14.04
5 but less than 10 years	1.42	15.62	17.04
10 but less than 15 years	1.67	18.37	20.04
15 but less than 20 years	1.92	21.12	23.04
20 years or more	2.17	23.87	26.04