

DELANO UNION SCHOOL DISTRICT

Classified Employees Work Year 2025-2026

260 Days

Name: _____

Site/Department: _____

Position: _____

Assigned Hours: _____

Vacation hours for the 2025-2026 school year - «VACHRS» hours.

CHANGES ARE NOT RECOMMENDED DUE TO ABSENCE TRACKING PROBLEMS. Any future changes must have the site supervisor's signature of approval. If it is absolutely necessary to make a change, you must resubmit a new calendar and recalculate all columns including grand totals. Please keep the original and provide copies to the HR Department. This calendar specifically addresses your duty days and duty year for which you have been assigned for the 2025-2026 school year.

	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	Total Work Days	Total Paid Holidays	Total Vacation Days	Total Paid Days		
July				H																														1		23	
August																																				21	
September	H																																		1		22
October																																				23	
November											N	H																						3		19	
December																																			3		23
January	H																																		2		22
February																																			2		20
March																																				22	
April																																			2		22
May																																			1		21
June																																			1		22
	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	Total Work Days	Total Paid Holidays	Total Vacation Days	Total Paid Days		
																																16		260			

Leave blank the days you will be actually working. Holidays and weekends are blocked out.

N- DISTRICT NON-WORK DAY

Employee: _____

Date: _____

Supervisor: _____

Date: _____

APPROVED: 3/10/25