



HUMAN RESOURCE SERVICES DIVISION
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Cancy McArn, *Chief Human Resources Officer*


2023-24 NO. HR-5

SUBJECT: **REQUIRED WORK CALENDARS: SCHOOL YEAR (2023/2024)**

TO: All Schools and Offices

DATE: October 2, 2023

PREPARED BY: Dan Schallock **DEPARTMENTS:** Human Resource Services

REVIEWED BY: HR Directors **APPROVED:** 
Personnel Specialist(s)
HR Change Management Coordinator
Cancy McArn,
Chief Human Resources
Officer

This memorandum identifies the first day of service for the 2023-2024 school year for Certificated and Classified personnel employed in positions “**requiring less than twelve months of service.**”

Certificated and Classified Work Vacation Group Schedules

The attached work vacation group schedule identifies work calendar, job classification, beginning dates of service for the 2023-2024 school year.

District Office Access

District offices will be open from 8:00 a.m. to 5:00 p.m., Monday through Friday. Schools and offices will be closed on the following upcoming date(s):

Friday, November 10, 2023	Observance of Veterans Day
November 22-24, 2023	Observance of the Fall Break
December 25, 2023 – January 5, 2024	Observance of the Winter Break
Monday, January 15 th , 2024	Observance of Dr. Martin Luther King Jr. Day
Monday, February 12 th , 2024	Observance of Lincoln’s Birthday
Monday, February 19 th , 2024	Observance of Presidents Day
Friday, March 29 th , 2024	Observance of Spring Break
Wednesday, June 19 th , 2024	Observance of Juneteenth

If you have any questions regarding the attached information, please contact your Human Resource Services Analyst/Personnel Specialist:

- Adriana Avitia, Elementary School Sites: 916-643-7492
- Maritza Blumberg, Secondary School Sites: 916-643-7489
- Karla Joseph, Departments: 916-643-7495
- Jonathan Griggs, CARES/ESSER Positions: 916-643-7472
- Monica Garland, Management/Non-Represented: 916-643-7452

Work Group Schedule

CERTIFICATED TRADITIONAL

HR Internal Use Only Work Calendar	Bargaining Unit	Description	Last Day of Service Spring 2023	First Day of Service Fall 2023	Last Day of Service Spring 2024
T	UPE	All 11 month employees	6/27/2023	7/31/23	6/26/24
F2	UPE	Asst. Principal, Elementary (10 months)	6/21/2023	8/4/23	6/19/24
NJB-1	UPE	New Joseph Bonnheim Principal	6/20/2023	7/7/23	6/20/24
NTK-1	UPE	New Technology Principal	6/20/2023	7/11/23	6/20/24

HR Internal Use Only Work Calendar	Bargaining Unit	Description	Last Day of Service Spring 2023	First Day of Service Fall 2023	Last Day of Service Spring 2024
D1	SCTA	School Social Workers	6/22/2023	8/21/23	6/20/24
D3	SCTA	School Psychologists	6/26/2023	8/16/23	6/24/24
D5	SCTA	Program Specialists, Special Education	6/22/2023	8/21/23	6/20/24
SCTA-E1	SCTA	School Counselors (all except Adult Education)	6/20/2023	8/16/23	6/18/24
SCTA-E3	SCTA	Vocational Specialists	6/23/2023	8/14/23	6/21/24
SCTA-E4	SCTA	Librarians	6/20/2023	8/16/23	6/18/24
G1	SCTA	Teachers: Classroom; Resource; Resource Specialist, Special Education; Training Specialist; Language, Speech and Hearing Specialist	6/16/2023	8/28/23	6/14/24
G2	SCTA	10-Month Child Development Teachers	6/16/2023	8/28/23	6/14/24
G3	SCTA	Lead School Nurse	6/16/2023	8/21/23	6/14/24
G4	SCTA	School Nurse	6/16/2023	8/23/23	6/14/24
G8	SCTA	New Technology Teachers	6/2/2023	8/7/23	5/31/24
G9A	SCTA	New Technology Counselors	6/9/2023	8/7/23	6/12/24
U1	SCTA	Adult Education Teachers (177 days)	6/12/2023	8/28/23	6/10/24
NJB-2	SCTA	New Joseph Bonnheim Teachers	6/9/2023	7/31/23	6/14/24

SCTA Article 5.2.12: It is understood that the scheduling of extra days worked beyond the school year by all the job classifications noted in 5.2.2 through 5.2.11 will be determined by the site administrator or immediate supervisor after conferring with the individuals involved.

Work Group Schedule

CLASSIFIED TRADITIONAL

HR Internal Use Only Work Calendar	Bargaining Unit	Description	Last Day of Service Spring 2023	First Day of Service Fall 2023	Last Day of Service Spring 2024
J	SEIU	11 month employees (i.e. clerical staff)	6/23/2023	8/18/23	6/21/24
K	SEIU	11 month employees (including those on "I" calendar) School Office Manager I, II, III (The MET & GWC); Secondary Clerical (excluding New Technology & NJB)	6/27/2023	8/7/23	6/25/24
L	SEIU	10 month employees Bus Drivers	6/15/2023	8/29/23	6/13/24
M	SEIU	10 month employees (excluding Bus Drivers, New Technology, CSU/Sac City College Aides)	6/15/2023	8/31/23	6/13/24
N	TCS	10 month employees Multi-Site Supervisors I, II, III	6/16/2023	8/22/23	6/14/24

CLASSIFIED MISCELLANEOUS

HR Internal Use Only Work Calendar	Bargaining Unit	Description	Last Day of Service Spring, 2023	First Day of Service Fall 2023	Last Day of Service Spring 2024
LH	SEIU	11 month employees Sacramento County Office of Education– Special Education Bus Drivers/Attendants	6/1/2023	7/1/23	5/31/24
CSM	SEIU	10 month employees Sacramento City College / California State University of Sacramento Instructional Aides	6/2/2023	8/16/23	5/31/24
NTK	SEIU	All 11 month employees, School Office Manager II; Secondary Clerical	6/20/2023	7/18/23	6/19/24
NTM	SEIU	All 10 month employees	6/5/2023	8/10/23	6/6/24
NJBK	SEIU	All 11 month employees	6/20/2023	7/14/23	6/19/24
NJBM	SEIU	All 10 month employees	6/8/2023	8/4/23	6/14/24

Work Group Schedule

HR Internal Use Only Work Calendar	Bargaining Unit	Description	Last Day of Service Spring 2023	First Day of Service Fall 2023	Last Day of Service Spring 2024
H	Multiple	12 Month Employees CONFIDENTIAL, REP, NON-REP SUPERVISOR, SEIU & TEAMSTER/TCS	6/30/2023	7/1/23	6/30/24
Q	Multiple	12 Month Employees CONFIDENTIAL, REP, NON-REP SUPERVISOR, SEIU & TEAMSTER/TCS	6/30/2023	7/1/23	6/30/24