



HUMAN RESOURCE SERVICES DIVISION

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Cancy McArn, *Chief Human Resources Officer and Lead Negotiator*

2024-25 NO. HR- 10

SUBJECT: REQUIRED WORK CALENDARS: SCHOOL YEAR (2025/2026)


TO: All Schools and Offices

DATE: June 30, 2025

PREPARED BY: Tami Mora
Employee Relations Analyst

DEPARTMENT: Human Resource Services

REVIEWED BY: Dan Schallock
Director II, Employee Relations

APPROVED BY: 
Chief Human Resources and Lead Negotiator

This memorandum identifies the first day of service for the 2025-2026 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 and the beginning dates of service for the 2025-2026 school year.

District Office Access: Summer 2025

Traditional summer recess begins on Monday, June 16, 2025 and ends on Friday, August 15, 2025. District offices will be open from 8:00 a.m. to 5:00 p.m., Monday through Friday. Schools and offices scheduled to be open during summer recess, will be closed on the following date(s):

Thursday, June 19, 2025	Observance of Juneteenth
Friday, July 4, 2025	Observance of Independence Day
Monday, September 1, 2025	Observance of Labor Day

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

Adriana Avitia, Elementary School Sites: 916-643-7489

Maritza Blumberg, Secondary School Sites: 916-643-7495

Gareatha Davilla, Departments: 916-643-7490

Jonathan Griggs, Special Education, Adult Education, Cap City, and Coaches 916-643-7472

Work Group Schedule

CERTIFICATED TRADITIONAL

HR Internal Use Only Work Calendar	Bargaining Unit	Description	Last Day of Service Spring 2025	First Day of Service Fall 2025	Last Day of Service Spring 2026
T	UPE	All 11 month employees	6/25/2025	7/16/2025	6/24/2026
F2	UPE	Asst. Principal, Elementary (10 months)	6/19/2025	7/23/2025	6/17/2026
NJBP	UPE	New Joseph Bonnheim Principal	6/17/2025	7/9/2025	6/16/2026
NTKP	UPE	New Technology Principal	6/23/2025	7/11/2025	6/18/2026

HR Internal Use Only Work Calendar	Bargaining Unit	Description	Last Day of Service Spring 2025	First Day of Service Fall 2025	Last Day of Service Spring 2026
D1	SCTA	School Social Workers	6/19/2025	8/6/2025	6/18/2026
D3	SCTA	School Psychologists	6/24/2025	8/4/2025	6/23/2026
D5	SCTA	Program Specialists, Special Education	6/19/2025	8/6/2025	6/18/2026
SCTA-E1	SCTA	School Counselors (all except Adult Education)	6/18/2025	8/4/2025	6/17/2026
SCTA-E3	SCTA	Vocational Specialists	6/18/2025	7/23/2025	6/17/2026
SCTA-E4	SCTA	Librarians	6/18/2025	8/4/2025	6/17/2026
G1	SCTA	Teachers: Classroom; Resource; Resource Specialist, Special Education; Training Specialist; Language, Speech and Hearing Specialist	6/13/2025	8/13/2025	6/12/2026
G2	SCTA	10-Month Child Development Teachers	6/13/2025	8/13/2025	6/12/2026
G3	SCTA	Lead School Nurse	6/13/2025	8/6/2025	6/12/2026
G4	SCTA	School Nurse	6/13/2025	8/8/2025	6/12/2026

HR Internal Use Only Work Calendar	Bargaining Unit	Description	Last Day of Service Spring 2025	First Day of Service Fall 2025	Last Day of Service Spring 2026
G6	SCTA	The Met Teachers	6/13/2025	8/5/2025	6/12/2026
G7	SCTA	The Met Counselors	6/18/2025	8/4/2025	6/17/2026
G8	SCTA	New Technology Teachers	6/6/2025	8/5/2025	6/5/2026
G9A	SCTA	New Technology Counselors	6/18/2025	8/5/2025	6/17/2026
NJBT	SCTA	New Joseph Bonnheim Teachers	6/12/2025	7/30/2025	6/12/2026
U1	SCTA	Adult Education Teachers	6/9/2025	8/13/2025	6/8/2026

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 2025	First Day of Service Fall 2025	Last Day of Service Spring 2026
J	SEIU	11 month employees (i.e., clerical staff)	6/20/2025	8/5/2025	6/19/2026
K	SEIU	11 month employees (including those on "I" calendar) School Office Manager I, II, III (GWC); Secondary Clerical (excluding New Technology, NJB, and The Met)	6/24/2025	7/23/2025	6/23/2026
L	SEIU	10 month employees Bus Drivers	6/12/2025	8/14/2025	6/11/2026
M	SEIU	10 month employees (excluding Bus Drivers, New Technology, The Met, CSU/Sac City College Aides)	6/12/2025	8/18/2025	6/11/2026
N	TCS	10 month employees Multi-Site Supervisors I, II, III	6/13/2025	8/7/2025	6/12/2026

CLASSIFIED MISCELLANEOUS

HR Internal Use Only Work Calendar	Bargaining Unit	Description	Last Day of Service Spring 2025	First Day of Service Fall 2025	Last Day of Service Spring 2026
CSM	SEIU	10 month employees Sacramento City College / California State University of Sacramento Instructional Aides	5/30/2025	8/5/2025	5/29/2026
NTK	SEIU	All 11 month employees, School Office Manager II; Secondary Clerical	6/25/2025	7/16/2025	6/24/2026
NTM	SEIU	10 month employees New Technology	6/12/2025	8/8/2025	6/11/2026
NJBK	SEIU	11 month employees New Joseph Bonnheim	6/19/2025	7/14/2025	6/19/2026
NJBM	SEIU	10 month employees New Joseph Bonnheim	6/12/2025	8/1/2025	6/11/2026
R	SEIU	11 month employees The Met	6/25/2025	7/16/2025	6/24/2026
V	SEIU	10 month employees The Met	6/12/2025	8/8/2025	6/11/2026

Work Group Schedule

HR Internal Use Only Work Calendar	Bargaining Unit	Description	Last Day of Service Spring 2025	First Day of Service Fall 2025	Last Day of Service Spring 2026
H	Multiple	12 Month Employees CONFIDENTIAL, REP, NON- REP SUPERVISOR, SEIU & TEAMSTER/TCS	6/30/2025	7/1/2025	6/30/2026
Q	Multiple	12 Month Employees CONFIDENTIAL, REP, NON- REP SUPERVISOR, SEIU & TEAMSTER/TCS	6/30/2025	7/1/2025	6/30/2026