



# SWEETWATER UNION HIGH SCHOOL DISTRICT

## 2013-2014

### EMPLOYEE CALENDAR

Board Approval: June 17, 2013

#### JUNE, 2013

S	M	T	W	T	F	S
						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						

Friday	June	7	School year ends for 7 - 12 students.
Monday	June	3	Begin temporary Mon-Fri work week for <b>Tues-Sat employees.</b>
Mon-Fri	June 17-	July 12	<b>4-Week Adult School Summer Session.</b>
Mon-Fri	June 17-	July 12	<b>4-Week Summer Session for Identified 7 - 12 students.</b>
Friday	June	28	Fiscal year 2012-2013 ends.

#### JULY, 2013

S	M	T	W	T	F	S
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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			

Monday	July	1	Fiscal year 2013-2014 begins.
	July	1	<b>261-day and 247-day employees</b> report for duty.
	July	1	<b>226-day employees</b> report for duty.
	July	1	<b>237-day and 242-day Learning Center employees</b> report for duty.
Thursday	July	4	Legal holiday - Independence Day.
Friday	July	5	Learning Center certificated staff report for duty.
Monday	July	8	Learning Center School Begins.
	July	8	<b>232-day and 231-day employees</b> report for duty.
	July	8	<b>242-day employees</b> report for duty.
	July	8	<b>237-day employees</b> report for duty.
Thursday	July	11	<b>221-day employees</b> report for duty.
	July	11	End of Adult Summer Session for 7 - 12 students.
	July	11	7 - 12 School Assistant Principals and AP-Student Activities report for duty.
Friday	July	12	End of Adult School Summer Session for 7-12 students.
	July	12	<b>190-day 7-12 Counselors &amp; Adult School Counselors</b> report for duty.
	July	12	End of Summer Session for 7 - 12 students.
Monday	July	15	Resume Tues-Sat work week for <b>Tues-Sat employees.</b>
	July	15	Psychologists report for duty.
Mon-Mon	July	15-22	Non-duty days for <b>226-day EHA employees.</b>
Wednesday	July	17	<b>216-day Nutrition Services Supervisors</b> report for duty.
	July	17	<b>206-day Testing Assistants-Bilingual</b> report for duty.
Monday	July	22	<b>207-day Bus Drivers &amp; Nutrition Services Assistants</b> report for duty.
Mon-Tues	July	22-23	Pre-Service Days for 7 - 12 certificated employees.
	July	22-23	Learning Center Staff - Pre-Service Days.
Tuesday	July	23	<b>206-day Paraprofessional and 206-day clerical</b> report for duty.
	July	23	<b>226-day employees</b> report for duty.
Wednesday	July	24	School begins for 7 - 12 students.
Friday	July	26	End of Learning Center first school month - 13 days
Monday	July	29	Adult School Teachers report for duty-Staff Development Day.
Tuesday	July	30	School begins for Adult School students.
	July	30	<b>198-day Paraprofessional</b> report for duty.
Tues-Wed	July	30-31	Non-duty day for <b>226-day IEE employees.</b>

#### AUGUST, 2013

S	M	T	W	T	F	S
				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

Mon-Fri	August	1-30	Non-duty day for <b>226-day IEE employees.</b>
Mon-Fri	August	12-30	Non-duty day for <b>226-day STEIN employees.</b>
Friday	August	16	End of first school month - 18 days
Friday	August	23	End of Learning Center second school month - 20 days

SEPTEMBER, 2013							Monday	September	2	Legal holiday - Labor Day.
							Friday	September	6	Progress reporting period.
S	M	T	W	T	F	S	Tuesday	September	10	CA Admissions Day (in-lieu of day January 2).
							Friday	September	13	End of second school month - 19 days
1	2	3	4	5	6	7	Friday	September	20	End of Learning Center third school month - 19 days
8	9	10	11	12	13	14	Mon-Fri	Sept 23-	Sept 27	237-day and 242-day Learning Center employees on duty.
15	16	17	18	19	20	21	Mon-Fri	Sept 23-	Oct 4	Schools Closed for Fall recess for 7 - 12 students and Adult School students.
22	23	24	25	26	27	28	Mon-Fri	Sept 23-	Sept 27	Non-duty days for 198-day through 247-day employees.
29	30							Sept 23-	Sept 27	Non-duty day for 226-day EHA employees.
								Sept 23-	Sept 27	Non-duty days for 7 - 12 Teachers, Adult School Teachers, Assistant Principals and AP-Student Activities.
							Mon-Fri	Sept 23-	Sept 27	226-day STEIN & IEE employees on duty.
								Sept 30-	Oct 4	Non-duty days for 7-12 Teachers, Adult School Teachers, Assistant Principals and AP-Student Activities.
								Sept 30-	Oct 4	Non-duty days for 198-day through 247-day employees.
								Sept 30-	Oct 4	Non-duty day for 226-day EHA employees.
								Sept 30-	Oct 4	Fall Recess for Learning Center Programs. Non-duty days for students & employees.
							Mon-Mon	Sept 30-	Oct 7	226-day STEIN & IEE employees on duty.

OCTOBER, 2013							Tues-Fri	October	1-4	Non-duty days for 7-12 Teachers, Adult School Teachers, Assistant Principals and AP-Student Activities.
S	M	T	W	T	F	S		October	1-4	Non-duty days for 198-day through 247-day employees.
								October	1-4	Non-duty day for 226-day EHA employees.
			1	2	3	4	5	October	1-4	Fall Recess for Learning Center Programs. Non-duty days for students & employees.
6	7	8	9	10	11	12	Tues-Mon	October	1-7	226-day STEIN & IEE employees on duty.
13	14	15	16	17	18	19	Monday	October	7	Non-instructional day - No 7-12 students. Duty day for 7-12 Teachers.
20	21	22	23	24	25	26		October	7	School resumes for Adult School Teachers and students.
27	28	29	30	31				October	7	School resumes for 7-12 Teachers, Assistant Principals and AP-Student Activities.
								October	7	198-day, 216-day, 221-day, and 231-day through 247-day employees report for duty.
								October	7	Non-duty day for 206-day, 207-day and 226-day employees.
								October	7	237-day and 242-day Learning Center Classified report for duty.
								October	7	Non-instructional day for Learning Center Students. Duty day for LC Teachers.
								October	7	226-day EHA employees report for duty.
							Tuesday	October	8	School resumes for 7 - 12 Teachers and students - Everyone Reports.
							Friday	October	11	End of third school month - 9 days
							Friday	October	18	End of Learning Center fourth school month - 14 days

NOVEMBER, 2013							Friday	November	1	Progress reporting period.
S	M	T	W	T	F	S	Tues-Wed	November	5-6	CAHSEE Testing.
							Friday	November	8	End of fourth school month - 20 days
							Monday	November	11	Legal holiday - Veteran's Day.
					1	2	Mon-Fri	November	11-15	American Education Week.
3	4	5	6	7	8	9	Friday	November	15	End of Learning Center fifth school month - 19 days
10	11	12	13	14	15	16	Mon-Tues	November	25-26	226-day IEE employees on duty.
17	18	19	20	21	22	23	Mon-Wed	November	25-27	226-day STEIN employees on duty.
24	25	26	27	28	29	30		November	25-27	Non-instructional days - no students.
								November	25-27	Non-duty days for 198-day through 247-day employees.
								November	25-27	Non-duty days for 226-day EHA employees.
								November	25-27	Non-duty day for 7 - 12 Teachers, Adult School Teachers, Assistant Principals and AP Student Activities.
								November	25-27	Non-duty day for Learning Center students, classified and certificated employees.
								November	25-27	Non-duty day for 237-day and 242-day Learning Center employees.
							Wednesday	November	27	Non-duty day for 226-day IEE employees.
							Thursday	November	28	Legal holiday -Thanksgiving Day.
							Friday	November	29	Declared holiday.

Sweetwater Union High School District  
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**DECEMBER, 2013**

S	M	T	W	T	F	S	Day	Month	Day	Notes
							Friday	December	6	End of fifth school month - 14 days
							Friday	December	6	End of Learning Center sixth school month - 10 days
							Friday	December	20	End of First Semester - Final Semester Grades.
1	2	3	4	5	6	7	Friday	December	20	End of sixth school month - 10 days
8	9	10	11	12	13	14	Friday	December	20	End of Learning Center seventh school month - 10 days
15	16	17	18	19	20	21	Mon-Thurs	Dec 23-	Jan 2	Winter Break - Learning Center closed for students, classified & certificated employees..
22	23	24	25	26	27	28	Mon-Fri	Dec 23-	Jan 10	Schools closed for Winter recess for 7 - 12 and Adult School Teachers and students.
29	30	31					Monday	December	23	Designated vacation days for 198-day through 247-day employees.
							Monday	December	23	Designated vacation days for 237-day and 242-day Learning Center employees.
							Tuesday	December	24	Declared holiday - Christmas Eve Day.
							Wednesday	December	25	Declared holiday - Christmas Day.
							Thurs-Mon	December	26-30	Designated vacation days for 198-day through 247-day employees.
							Thurs-Mon	December	26-30	Designated vacation days for 237-day and 242-day Learning Center employees.
							Tuesday	December	31	Declared holiday - New Year's Eve Day.

**JANUARY, 2014**

S	M	T	W	T	F	S	Day	Month	Day	Notes
							Wednesday	January	1	Legal holiday - New Year's Day.
							Thursday	January	2	In-lieu of holiday CA Admissions Day (September 10).
							Fri-Mon	January	3-6	Designated vacation days for 198-day through 247-day employees.
							Fri-Mon	January	3-6	Designated vacation days for 237-day and 242-day Learning Center employees.
							Monday	January	6	School resumes for Learning Center students. (certificated staff and students)
							Tues-Fri	January	7-10	Non-duty days for 198-day through 232-day employees. Schools closed.
							Tuesday	January	7	237-day, 242-day and 247-day employees report for duty.
							Tuesday	January	7	237-day and 242-day Learning Center employees report for duty.
							Wednesday	January	8	237-day employees report for duty.
							Friday	January	10	7-12 Assistant Principals & Assistant Principals-Student Activities report for duty.
							Monday	January	13	190-day Counselors, Adult School Counselors and Psychologists report for duty.
							Monday	January	13	7 - 12 Teacher In-Service Day - No Students.
							Monday	January	13	216-day and 221-day report for duty.
							Monday	January	13	231-day and 232-day employees report for duty.
							Monday	January	13	Non-duty day for 226-day EHA, IEE & STEIN employees
							Monday	January	13	Non-duty day for 198-day, 206-day & 207-day employees.
							Monday	January	13	Non-instructional day - No Students - Duty Day for Learning Center teachers.
							Monday	January	13	Adult School Teachers report for duty.
							Monday	January	13	School resumes for Adult School students.
							Tuesday	January	14	Second Semester Begins.
							Tuesday	January	14	206-day Testing Assistants-Bilingual report for duty.
							Tuesday	January	14	School resumes for 7 - 12 students.
							Tuesday	January	14	198-day, 206-day, 207-day and 226-day employees report for duty.
							Monday	January	20	Legal holiday - Dr. Martin Luther King Jr. Day.
							Friday	January	31	End of Learning Center eighth school month - 18 days

**FEBRUARY, 2014**

S	M	T	W	T	F	S	Day	Month	Day	Notes
							Tues-Wed	February	4-5	CAHSEE Testing.
							Friday	February	7	End of seventh school month - 18 days
						1	Friday	February	14	Legal holiday - Lincoln Day.
						2	Monday	February	17	Legal holiday - Washington Day.
						8	Friday	February	21	Progress reporting period.
						15	Friday	February	28	End of eighth school month - 13 days
						22	Friday	February	28	End of Learning Center ninth school month - 18 days

**MARCH, 2014**

S	M	T	W	T	F	S	Day	Month	Day	Notes
							Friday	March	21	End of Learning Center tenth school month - 15 days
							Friday	March	21	End of the ninth school month - 15 days
							Mon-Fri	Mar 24-	Apr 4	Spring Recess for Learning Center Programs.
						1	Mon-Fri	Mar 24-	Apr 4	Schools Closed for spring recess for 7 - 12 and Adult School Teachers and students.
						8	Monday	March	24	Cesar Chavez Day (in lieu of day March 31).
						15	Tue-Fri	March	25-28	242-day and 247-day classified employees on duty.
						22	Tue-Fri	March	25-28	242-day and 247-day classified employees on duty.
						29	Tue-Fri	March	25-28	Non-duty days for 198-day through 237-day classified employees.
						29	Tue-Fri	March	25-28	Non-duty days for 237-day and 242-day Learning Center employees.
						30	Monday	March	31	Designated vacation days for eligible and specified classified employees.

**APRIL, 2014**

S	M	T	W	T	F	S				
							Tues-Thurs	April	1-3	Designated vacation days for eligible and specified classified employees.
							Friday	April	4	Declared Holiday.
		1	2	3	4	5	Monday	April	7	School resumes for 7 - 12 and Adult School students - Everyone reports.
6	7	8	9	10	11	12	Mon-Fri	April	14-18	Public Schools Week.
13	14	15	16	17	18	19	Friday	April	18	Progress reporting period.
20	21	22	23	24	25	26	Friday	April	25	End of tenth school month - 15 days
27	28	29	30					April	25	End of Learning Center eleventh school month - 15 days

**MAY, 2014**

S	M	T	W	T	F	S				
							Wednesday	May	7	Day of the Teacher.
							Fri-Mon	May 9-	Jun 9	Learning Center - Intersession - 21 days
				1	2	3	Thursday	May	8	End of Learning Center twelfth school month - 9 days
4	5	6	7	8	9	10	Friday	May	16	End of eleventh school month - 15 days
11	12	13	14	15	16	17	Monday	May	26	Legal holiday - Memorial Day.
18	19	20	21	22	23	24	Friday	May	30	Adult School Graduation.
25	26	27	28	29	30	31				

**JUNE, 2014**

S	M	T	W	T	F	S				
							Monday	June	2	End of School Year for Adult School students.
								June	2	Last duty day for 175-day Adult School teachers.
								June	2	Last duty day for 198-day Paraprofessional employees.
								June	2	Last duty day for 206-day Testing Assistants-Bilingual.
1	2	3	4	5	6	7	Mon-Fri	June	2-13	Non-duty days for 226-day STEIN employees.
8	9	10	11	12	13	14	Mon-Fri	June	2-27	226-day IEE employees on duty.
15	16	17	18	19	20	21	Friday	June	6	End of School Year for 7 - 12 students.
22	23	24	25	26	27	28		June	6	Final Semester Grades.
29	30							June	6	End of second semester - 180 days.
								June	6	End of twelfth school month - 14 days
								June	6	Last duty day for 184-day certificated employees and Learning Center Teachers.
								June	6	Last duty day for 206-day Paraprofessional, 206-day clerical, 207-day Bus Drivers and Nutrition Services Assistants.
								June	6	Last duty day for 190-day certificated employees.
								June	6	Last duty day for ROP Teachers and Hourly Teachers.
							Monday	June	9	End of school year for Learning Center Programs. (certificated staff and students)
								June	9	Begin temporary Mon-Fri workweek for Tues-Sat employees.
							Mon-Fri	June	9-13	Non-duty days for 226-day EHA employees.
							Wednesday	June	11	Last duty day for Psychologists.
							Thursday	June	12	Last duty day for 216-day Nutrition Services Supervisors.
								June	12	Last duty day for 237-day Learning Center employees.
							Friday	June	13	Last duty day for 221-day classified employees.
							Mon-Thurs	June	16-26	226-day EHA & STEIN employees report for duty.
							Thursday	June	19	Last duty day for 242-day Learning Center employees.
							Friday	June	20	Last duty day for Assistant Principals and Assistant Principals-Student Activities.
							Tuesday	June	24	Last duty day for 231-day classified employees.
							Wednesday	June	25	Last duty day for 232-day classified employees.
							Thursday	June	26	Last duty day for 226-day EHA employees.
							Friday	June	27	Last duty day for 237-day, 242-day classified employees.
								June	27	Last duty day for 226-day IEE & STEIN employees.
							Monday	June	30	Last duty day 247-day and 261-day classified employees.
								June	30	End of fiscal year 2013-14.

**NOTE:**

Dates subject to change based on District needs.

The certificated work year excludes holidays whereas the classified work year includes holidays.

**LEGEND:**

- Holiday
- Winter/Spring Recess
- Non-Instructional Days
- Begin/end school for students
- Teacher In-Service/In-Service Days
- Learning Centers

Approved by the Board of Trustees: June 17, 2013