

**2011-2012**  
**YUBA COUNTY OFFICE OF EDUCATION**  
**Work Schedule**

Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_ School/Location: \_\_\_\_\_

Length of Work Year: \_\_\_\_\_ (Days) Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Directions: Circle Non-Work Days and/or Cross out Work Days.**

MONTH	M	T	W	TH	F	HOLIDAYS
<b>July</b>					1	
	(4)	5	6	7	8	July 4 - Independence Day
Work Days: _____	11	12	13	14	15	
	18	19	20	21	22	
	25	26	27	28	29	
<b>August</b>	1	2	3	4	5	
	8	9	10	11	12	August 15 - Staff Work Day
Work Days: _____	15	(16)	17	18	19	August 16 – First Day of School
	22	23	24	25	26	
	29	30	31			
<b>September</b>				1	2	
	(5)	6	7	8	9	September 5 - Labor Day
Work Days: _____	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28	29	30	
<b>October</b>	3	4	5	6	7	
	10	11	12	13	14	
Work Days: _____	17	18	19	20	21	
	24	25	26	27	28	
	31					
<b>November</b>		1	2	3	4	
	7	8	9	10	(11)	November 11 - Veterans Day
Work Days: _____	14	15	16	17	18	November 21-25 - Thanksgiving Break (Instr. Staff)
	21	22	(23)	(24)	(25)	November 23-25 – Thanksgiving Break
	28	29	30			
<b>December</b>				1	2	
	5	6	7	8	9	December 19-31 – Winter Break (Instructional Staff)
Work Days: _____	12	13	14	15	16	December 23-26 – Christmas Holiday
	19	20	21	22	(23)	December 27-29 - Non-Work/Non-Paid Days
	(26)	<del>27</del>	<del>28</del>	<del>29</del>	(30)	December 30 – New Year’s Eve
<b>January</b>	(2)	3	4	5	6	
	9	10	11	12	13	January 2 – New Year’s Day
Work Days: _____	(16)	17	18	19	20	January 2-6 – Winter Break (Instructional Staff)
	23	24	25	26	27	January 16 – Martin Luther King Day
	30	31				
<b>February</b>			1	2	3	
	6	7	8	9	10	February 13 – Lincoln’s Birthday
Work Days: _____	(13)	14	15	16	17	February 20 – Presidents Day
	(20)	21	22	23	24	
	27	28	29			
<b>March</b>				1	2	
	5	6	7	8	9	
Work Days: _____	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28	29	30	
<b>April</b>	2	3	4	5	(6)	
	9	10	11	12	13	April 6 – Good Friday
Work Days: _____	16	17	18	19	20	April 6-13 – Spring Recess (Instructional Staff)
	23	24	25	26	27	
	30					
<b>May</b>		1	2	3	4	
	7	8	9	10	11	
Work Days: _____	14	15	16	17	18	May 28 – Memorial Day
	21	22	23	24	25	
	(28)	29	30	31		
<b>June</b>					1	
	4	5	(6)	7	8	June 6 – Last Day of School
Work Days: _____	11	12	13	14	15	
	18	19	20	21	22	
	25	26	27	28	29	

**Total Number of Work Days:** \_\_\_\_\_

Department Head: \_\_\_\_\_

Date: \_\_\_\_\_

Director of Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_