

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

Classified Computation of Work Days for 2026-2027

365 = days in one year

104 = weekend days

365 - 104 = 261 work days per year (wd/y)

1 unpaid day designated as December 23, 2026 due to work year exceeding contract days

260 contract days

12 Month Classified Employee

260 contract days per year - 15 holidays = 245 work days

· Unpaid day designated as December 23, 2026

· Pay Schedule is 12 checks over 12 months

**Maintenance, Grounds, Custodians, Utility
Bus Driver, Transportation Specialist (MOT)
Admin. Specialist (MOT), Mechanic
Acct. Clerk III (DO), Confidential (DO)**

11.5 Month Classified Employee

250 contract days per year - 15 holidays = 235 work days

· Unpaid day designated as December 23, 2026

· October Break are non-work days

· Spring Break are non-work days

· Pay Schedule is 12 checks over 12 months

**Admin. Assist. IV (ADE)
Clerk III (ADE)**

11 Month Classified Employee

11 months x 21.67 wd/m = 238 wd/y - 13 holidays = 225 work days

· Vacation time can be used during Winter, February, October & Spring Breaks

· Pay Schedule is 12 equal checks July through June

· Unpaid day designated as December 23, 2026

· Start July 14, 2026 - Last day June 11, 2027

**Admin. Assist. IV (HS)
Admin. Assist. III (HS)
Admin. Assist. II Counseling (HS)
Library Media Tech. III (HS)
Clerk III (HS), Account Clerk I (HS)**

10.75 Month Classified Employee

10.75 months x 21.67 wd/m = 233 wd/y - 13 holidays = 220 work days

· October Break are non-work days

· Pay Schedule is 12 equal checks July through June

· Unpaid day designated as December 23, 2026

· Start July 14, 2026 - Last day June 11, 2027

**Office Manager (FG, RHD)
Admin. Assist. IV (MS)**

10.5 Month Classified Employee

10.5 months x 21.67 wd/m = 228 wd/y - 13 holidays = 215 work days

· October Break are non-work days

· Pay Schedule is 12 equal checks July through June

· Unpaid day designated as December 23, 2026

· Start July 14, 2026 - Last day June 4, 2027

**Personnel Specialist (HR)
Admin. Specialist (Sped, Curriculum)
Admin. Assist. II (CHS)
Admin. Assist. II CTE (HS)
Clerk III (MS)
Career Tech. (HS), IT Technician (ADE)**

10 Month Classified Employee

10 months x 21.67 wd/m = 217 wd/y - 13 holidays = 204 work days

· October Break = non-working days

· Pay Schedule = 12 equal checks July through June

· Unpaid day designated as December 23, 2026

· Start July 29, 2026 - Last day June 4, 2027

**Recreation Coord.
Recreation Leader
IT Technician (HS, MS, RHD, FGE)**

190 Day Classified Employee

· All Breaks Off - Work student days + 5 days before school + 5 after school

· Pay Schedule is 12 equal checks July through June

· Start July 29, 2026 - Last day June 7, 2027

Clerk III (RHD, FGE)

185 Day Classified Employee

· All Breaks Off ~ Work student days + 5 days before school or after school

· Pay Schedule is 11 equal checks August through June (see payroll to sign up for 12 month deferred Pay)

Library Media Tech. II (MS, RHD, FGE)

· Start August 3, 2026 - Last day June 3, 2027	
180 Day Classified Employee	Instructional Assist., Voc. Assist., Noon Duty Campus Supervisor, Para., Recreation Attend. Healthcare Assist., Crossing Guard Food Service, Admin. Assist. (FS)
· All Breaks Off ~ Work student days ONLY	
· Pay Schedule is 10 equal checks August through May (see payroll to sign up for 12 month deferred Pay)	
· Start August 5, 2026 - Last day May 28, 2027	

Classified Computation of Work Days for 2026-2027 for those who follow the Adult Education Calendars	
PACIFIC GROVE ADULT EDUCATION CALENDARS	
Pacific Grove Adult School	
· All Breaks Off ~ Work student days	Adults with Disabilities Instructional Assistants Career Technician
· Pay Schedule is 12 equal checks July through June	
· Unpaid day designated as December 23, 2026	
· Start July 6, 2026 - Last day June 12, 2027	
PGAE Child Development Center	
· All Breaks Off ~ Work student days and Professional Development days	CDC Instructional Assistants
· Pay Schedule is 12 equal checks July through June	
· Unpaid day designated as December 23, 2026	
· Start July 6, 2026 - Last day June 9, 2027	