

PACIFIC GROVE UNIFIED SCHOOL DISTRICT	
Classified Computation of Work Days for 2025-2026 REVISED	
365 = days in one year	
104 = weekend days	
365 - 104 = 261 work days per year (wd/y) 1 unpaid day off needed	
261 work days 12 months = 21.75 work days per month (wd/m)	
260 work days 12 months = 21.67 work days per month	
<u>12 Month Classified Employee</u>	Maintenance, Grounds, Custodian, Utility
260 work days per year - 15 holidays = 245 work days	Bus Driver, Transportation Specialist (MOT)
· Vacation time can be used during all Breaks	Admin. Specialist (MOT), Confidential (DO)
· Unpaid day designated as December 26, 2025	Acct. Clerk III (DO)
· Pay Schedule = 12 checks	
<u>11.5 Month Classified Employee</u>	Admin. Assist. IV (ADE)
250 work days per year - 15 holidays = 235 work days	Clerk III (ADE)
· October Break = non-working days	
· Spring Break = non-working days	
· Unpaid day designated as December 26, 2025	
· Pay Schedule = 12 checks	
<u>11 Month Classified Employee</u>	Admin. Assist. IV (HS)
11 months x 21.67 wd/m = 238 wd/y - 13 holidays = 225 work days	Admin. Assist. III (HS)
· Vacation time can be used during October, Winter & Spring Breaks	Admin. Assist. II Counseling (HS)
· Unpaid day designated as December 26, 2025	
· Pay Schedule = 12 equal checks July through June	Library Media Tech. III (HS)
· Start July 14, 2025 - Last day June 11, 2026	Clerk III (HS), Account Clerk I (HS)
<u>10.75 Month Classified Employee</u>	Office Manager (FG, RHD)
10.75 months x 21.67 wd/m = 233 wd/y - 13 holidays = 220 work days	Admin. Assist. IV (MS)
· Vacation time can be used during Winter & Spring Breaks	
· October Break = non-working days	
· Unpaid day designated as December 26, 2025	
· Pay Schedule = 12 equal checks July through June	
· Start July 14, 2025 - Last day June 11, 2026	
<u>10.5 Month Classified Employee</u>	Personnel Specialist (HR)
10.5 months x 21.67 wd/m = 228 wd/y - 13 holidays = 215 work days	Admin. Specialist (Sped, Curriculum)
· Vacation time can be used during Winter & Spring Breaks	Admin. Assist. II (CHS)
· October Break = non-working days	Admin. Assist. II CTE (HS)
· December 26, 2025 designated as unpaid day off to align with district closing all work sites	
· Pay Schedule = 12 equal checks July through June	Clerk III (MS)
· Start July 16, 2025 - Last day June 5, 2026 June 8, 2026	Career Tech. (HS), IT Technician (ADE)
<u>10 Month Classified Employee</u>	Recreation Coord.
10 months x 21.67 wd/m = 217 wd/y - 13 holidays = 204 work days	Recreation Leader
· Vacation time can be used during Winter & Spring Breaks	IT Technician (HS, MS, RHD, FGE)
· October Break = non-working days	
· Unpaid day designated as December 26, 2025	
· Pay Schedule = 12 equal checks July through June	
· Start July 30, 2025 - Last day June 5, 2026	
<u>190 Day Classified Employee</u>	Clerk III (RHD, FGE)
· All Breaks Off - Work student days + 5 days before school + 5 after school	
· Pay Schedule = 12 equal checks July through June	
· Start July 29, 2025 - Last day June 5, 2026	
<u>185 Day Classified Employee</u>	Library Media Tech. II (MS, RHD, FGE)
· All Breaks Off - Work student days + 5 days before school or after school	
· Pay Schedule = 11 equal checks August through June (see payroll to sign up for 12 month deferred Pay)	
· Start August 1, 2025 - Last day June 3, 2026	

<u>180 Day Classified Employee</u>	Instructional Assist., Voc. Assist., Noon Duty
· All Breaks Off - Work student days ONLY	Campus Supervisor, Para., Recreation Attend.
· Pay Schedule = 10 equal checks August through May (see payroll to sign up for 12 month deferred Pay)	Healthcare Assist., Crossing Guard
· Start August 5, 2025 - Last day May 29, 2026	Food Service, Admin. Assist. (FS)