

**PASADENA UNIFIED SCHOOL DISTRICT
PASADENA, CALIFORNIA
*Human Resources***

MEMORANDUM

TO: Leadership Personnel &
Classified Personnel

DATE: June 5, 2017

FROM: Kathleen M. Sanchez, Chief Human Resources Officer



SUBJECT: 2017-2018 Classified Work Calendar - CSEA

CLASSIFIED BARGAINING UNIT

Mths	No. wk days	Start Date	End Date
09	194	Monday, August 14 2017	Thursday, May 31, 2018
10	207	Tuesday, August 8, 2017	Thursday, May 31, 2018
10.5	219	Tuesday, August 1, 2017	Friday, June 25, 2018
11*	225	Thursday, August 3, 2017	Friday, June 29, 2018
12	247	Monday, July 3, 2017	Friday, June 29, 2018

The District is requesting that all 9 month employees attend the District Welcome Back Event and Professional Development Trainings on Wednesday, August 9, 2017. Employees will be expected to attend the morning Welcome Back Event and the afternoon trainings for a total of 6 hours. The employees attending will be paid for the hours reported on their timesheet which will be submitted to the Payroll Department by their timekeeper and/or supervisor.

***Section 10.16**

Bargaining unit members with eleven (11) month assignments shall accrue vacation days and sick leave credit for a full month during July and August, regardless of the number of days worked in each month, provided they are in regular working status. During July and August, they shall have a non-working period of twenty-two (22) days, regardless of the number of work days available in the work calendars for each instance. During July and August, the administrator or supervisor may designate temporary reassignment to a central office, summer school site, or other District facility or to work under the temporary supervision of another District administrator or supervisor