

**OAK PARK UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES DEPARTMENT**

TO: All Classified Employees
FROM: Stewart McGugan, Assistant Superintendent, Human Resources
DATE: June 24, 2021
SUBJECT: CLASSIFIED WORK YEAR AND START DATES FOR 2021-22

As we look forward to the end of another school year it is time to begin planning for the 2021-22 year. The beginning and ending dates for the various classified work years are shown in the table below. Full-time classified employees working at the school sites need to be aware that the Student/Teacher calendar for next school year includes four additional non-student/non-teacher days (September 7 & 16 & November 22, & 23) that are not holidays for classified. Classified staff working at the sites (other than school-year employees who work only on the days' school is in session) will need to plan for vacation days if not working on these non-student days. However, in the case of the two Jewish holidays in September PN days may be used if taken for religious observances.

Thank you for your continued dedication to the community and children of the Oak Park Unified School District. It is through your tireless efforts that we have achieved the success that we have enjoyed over the years.

Classified Work Year Calculations (2021-2022 Calendar)

Work Year	Start Date	End Date	Work Days [^]		Vacation Days #		Possible Wk Days in Work Yr.** (FT & PT)	Holidays	Weekend Days in Wk Yr	Days outside Work Yr	Total Days
			Full Time	Part Time	Full Time	Part Time					
12	7/01/21	6/29/22	233	233	12	12	245	15	104	1	365
11.5	7/12/21	6/24/22	224	N/A	12	N/A	236	14	104	11	365
11	7/12/21	6/10/22	214	N/A	12	N/A	226	14	104	21	365
10.5	7/26/21	6/10/22	204	N/A	12	N/A	216	14	104	31	365
10	8/2/21	6/3/22	194	196	12	10	206	14	104	41	365
10 OT	8/6/21	6/9/22	194	196	12	10	206	14	104	41	365
Behav Spec	8/5/21	6/2/22	190	192	12	10	202	14	104	45	365
Soc Emo	8/4/21	6/1/22	190	192	12	10	202	14	104	45	365
School Year	8/9/21	5/27/22	N/A	180	N/A	9	189	14	104	58	365
Pre-School Teacher	7/28/21	5/26/22	190	N/A	N/A	N/A	190	0	104	71	365
Pre-School Assist. Teacher	7/28/21	5/26/22	N/A	190	N/A	N/A	190	0	104	71	365
Pre-School Aides	8/11/21	5/25/22	N/A	176	N/A	9	185	14	104	62	365
Club Leads	8/9/21	6/17/22	211	N/A	12	N/A	223	14	104	24	365
Club Aides	8/9/21	5/27/22	N/A	196	N/A	10	206	14	104	41	365

[^] Actual "Work Days" will vary based on the number of vacation days that an employee accrues due to longevity.

All 8-hour employees (full-time), regardless of work year, receive 12 vacation days a year. Employees working less than 8 hours a day (part-time) receive pro-rated vacation days at the rate of 1 day for 20 days of scheduled work.

*All unused vacation days are paid off to part-time employees and Club employees at the end of the work year.

**Possible "Wk Days in Work Yr" includes vacation days, but does not include Holidays.

MEMORANDUM

Classified Work Year and Start Dates

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FREQUENTLY ASKED QUESTION

How is vacation paid?

Regardless of work year, all full-time employees (except Club Oak Park employees) and part-time custodians will have their vacation days included in their annualized monthly pay. It is recommended that the vacation days will be taken within the employee’s work year. Effective July 2020 unit members may not carry over and accumulate (bank) from year to year more than their total number of annual earned but unused vacation days per year, any accrued days beyond the earned days will be lost you will need to use them or lose them.

Vacation days for all part-time (less than 8 hours a day) employees and Club Oak Park employees will not be included in their monthly pay unless there is a specific request for a vacation day within the pay period. All unused vacation days for part-time (except part-time custodians) and Club Oak Park employees will be paid out at the end of the work year.

WORK YEAR CLASSIFICATIONS: If you’re not sure of your work year, please refer to the chart below:

WORK YEAR	JOB DESCRIPTION/CLASSIFICATION
School Year	Instructional Assistant I, Instructional Assistant II, Instructional Assistant III, Certified Sign Language Interpreter, Site Technology Instructional Assistant, Child Nutrition Services Assistant I, Child Nutrition Services Assistant II, Warehouse Delivery, Campus Supervisor, Pre-School Instructional Assistants (different calendar)
10 Month	Student Services Assistant I, , Child Nutrition Services Manager, Child Nutrition Services Cook , Health Services Tech, Library/Media Tech, Department Clerk, Occupational Therapist, Behavioral Specialist, Social Emotional Services Specialist full time “Club Oak Park” Instructional Assistants II
10.5 Month	Student Services Assistant II, Student Services Assistant III (Attendance), Student Services Bookkeeper (OPHS ASB), Athletic Secretary (OPHS), College/Career Center Tech (OPHS)
11 Month	Office Manager I (BES, OHES, ROES, OVHS, OPIS) , Office Manager II (MCMS), Department Secretary (Pupil Services), Department Secretary High School (OPHS), Extended Care “Club Oak Park” Site Leaders (different calendar)
11.5 Month	Office Manager III (OPHS), Student Services Assistant III (OPHS Registrar), Student Services Assistant III (OPIS)
12 Month	Accounting Assistant I, II, & III, Senior Accountant, Grounds Supervisor, Grounds Worker, Maintenance Engineer, General Maintenance Worker, Custodian, Roving Custodian, Head Custodian I, Head Custodian II, Head Custodian III, District-Wide Head Custodian, Business Department Assistant, Data Systems Support Specialist, Department Secretary (Bond Facility, Curriculum and Instruction, Before/After School Program & Student Nutrition & Wellness), Computer Support Technician, Assistant Computer Support Technician, Repair Technician Lead, Network Administrator, Support Services Coordinator

If you have any questions or need more information, please feel to contact Linda Castellano in the Classified Personnel Office at (818) 735-3220.

Thanks again for all of your hard work in 2020-2021 and we look forward to another successful school year in 2021-2022.