

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

TO: All Classified Employees
FROM: Stewart McGugan, Assistant Superintendent, Human Resources
DATE: May 4, 2023
SUBJECT: CLASSIFIED WORK YEAR AND START DATES FOR 2023-24

As we approach the end of another school year, it is time to begin planning for 2023-2024!

The beginning and ending dates for the various classified work years are shown in the table below. Classified staff have an additional holiday, Juneteenth, that falls on June 19, 2024, for 11.5 & 12.0-month employees. Employees working 11.0 months and below will receive one (1) floating holiday, *which is marked as March 28, 2024*; you may either take this holiday on that date or you may request an alternate date that will require pre-approval by your supervisor.

Important Information for all 10-month, 10.5-month, 11-month, and 12-month employees: With the exception of 'school-year' employees who work only on the days school is in session, work days are **not** identical to the Student/Teacher Calendar. Therefore, please plan accordingly based on the Classified Holiday Calendar, which shows your days off. Classified employees working at the school sites need to be aware that the Student/Teacher calendar for next school year includes two non-student/non-teacher days for the Jewish holidays on September 15, & September 25, 2023, in which case two PN/Vacation days may be used if taken for religious observance.

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

Classified Work Year Calculations (2023-2024 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	7/1/23	6/30/24	232	232	12	12	244	16	106	0	366
11.5	7/10/23	6/21/24	223	N/A	12	N/A	235	15	106	10	366
11	7/10/23	6/07/24	213	N/A	12	N/A	225	15	106	20	366
10.5	7/24/23	6/07/24	203	N/A	12	N/A	215	15	106	30	366
10	7/31/23	5/31/24	193	195	12	10	205	15	106	40	366
School Year	8/08/23	5/24/24	N/A	180	N/A	9	189	15	106	56	366
Pre-School Teacher	7/26/23	5/24/24	190	N/A	N/A	N/A	190	0	106	70	366
Pre-School Assist. Teacher	7/26/23	5/24/24	N/A	190	N/A	N/A	190	0	106	70	366
Pre-School Aides	8/09/23	5/23/24	N/A	177	N/A	9	186	15	106	59	366
Club Leads	7/28/23	6/14/24	216	N/A	*12	N/A	231	15	106	29	366
Club Aides	8/08/23	5/24/24	N/A	194	N/A	10	204	15	106	41	366

[^] 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.

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, Registered Behavior Technician (RBT), Warehouse Delivery, Campus Supervisor, Child Nutrition Services Assistant *Pre-School Instructional Assistants (different calendar)
10 Month	Student Services Assistant I, Health Services Tech, Library/Media Tech, Department Clerk, Child Nutrition Services Manager, Child Nutrition Services Cook. *Occupational Therapist, *Behavioral Specialist, **“Club Oak Park” Instructional Assistants II, (different Calendars)
10.5 Month	Student Services Assistant II, Student Services Assistant III (OVHS), Student Services Assistant III (Attendance), Student Services Bookkeeper (OPHS ASB), Athletic Assistant I (OPHS), College/Career Center Tech, College/Career Center Advisor (OPHS)
11 Month	Office Manager I (BES, OHES, ROES, OPIS), Office Manager II (MCMS), Department Assistant I (Pupil Services, Food Services, & 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)
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, Data Systems Support Specialist, Department Assistant II Human Resources, Department Assistant I (Bond Facility, Curriculum & Instruction, Technology, Before/After School Program) Computer Support Technician, Assistant Computer Support Technician, Repair Technician Lead, Network Administrator, Support Services Coordinator

*Occupational Therapist work year begins 8/7/2023 and ends on 6/7/2024

*Behavior Specialist work year begins 8/3/2023 and ends on 5/31/2024

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 2022-2023 and we look forward to another successful school year in 2023-2024.