

2024-2025

OFFICE PERSONNEL WORK CALENDAR

(School Office Manager position at the Elementary and Middle School Levels)

210 WORK DAYS

12 HOLIDAYS

222 TOTAL DAYS

| AUGUST 2024 |    |    |    |    |
|-------------|----|----|----|----|
| M           | T  | W  | T  | F  |
|             |    |    |    |    |
| 5           | 6  | 7  | 8  | 9  |
| 12          | 13 | 14 | 15 | 16 |
| 19          | 20 | 21 | 22 | 23 |
| 26          | 27 | 28 | 29 | 30 |

| SEPTEMBER 2024 |    |    |    |    |
|----------------|----|----|----|----|
| M              | T  | W  | T  | F  |
| 2              | 3  | 4  | 5  | 6  |
| 9              | 10 | 11 | 12 | 13 |
| 16             | 17 | 18 | 19 | 20 |
| 23             | 24 | 25 | 26 | 27 |
| 30             |    |    |    |    |

| OCTOBER 2024 |    |    |    |    |
|--------------|----|----|----|----|
| M            | T  | W  | T  | F  |
|              | 1  | 2  | 3  | 4  |
| 7            | 8  | 9  | 10 | 11 |
| 14           | 15 | 16 | 17 | 18 |
| 21           | 22 | 23 | 24 | 25 |
| 28           | 29 | 30 | 31 |    |

| NOVEMBER 2024 |    |    |    |    |
|---------------|----|----|----|----|
| M             | T  | W  | T  | F  |
|               |    |    |    | 1  |
| 4             | 5  | 6  | 7  | 8  |
| 11            | 12 | 13 | 14 | 15 |
| 18            | 19 | 20 | 21 | 22 |
| 25            | 26 | 27 | 28 | 29 |

| DECEMBER 2024 |    |    |    |    |
|---------------|----|----|----|----|
| M             | T  | W  | T  | F  |
| 2             | 3  | 4  | 5  | 6  |
| 9             | 10 | 11 | 12 | 13 |
| 16            | 17 | 18 | 19 | 20 |
| 23            | 24 | 25 | 26 | 27 |
| 30            | 31 |    |    |    |

| JANUARY 2025 |    |    |    |    |
|--------------|----|----|----|----|
| M            | T  | W  | T  | F  |
|              |    | 1  | 2  | 3  |
| 6            | 7  | 8  | 9  | 10 |
| 13           | 14 | 15 | 16 | 17 |
| 20           | 21 | 22 | 23 | 24 |
| 27           | 28 | 29 | 30 | 31 |

| FEBRUARY 2025 |    |    |    |    |
|---------------|----|----|----|----|
| M             | T  | W  | T  | F  |
|               |    |    |    |    |
| 3             | 4  | 5  | 6  | 7  |
| 10            | 11 | 12 | 13 | 14 |
| 17            | 18 | 19 | 20 | 21 |
| 24            | 25 | 26 | 27 | 28 |

| MARCH 2025 |    |    |    |    |
|------------|----|----|----|----|
| M          | T  | W  | T  | F  |
| 3          | 4  | 5  | 6  | 7  |
| 10         | 11 | 12 | 13 | 14 |
| 17         | 18 | 19 | 20 | 21 |
| 24         | 25 | 26 | 27 | 28 |
| 31         |    |    |    |    |

| APRIL 2025 |    |    |    |    |
|------------|----|----|----|----|
| M          | T  | W  | T  | F  |
|            | 1  | 2  | 3  | 4  |
| 7          | 8  | 9  | 10 | 11 |
| 14         | 15 | 16 | 17 | 18 |
| 21         | 22 | 23 | 24 | 25 |
| 28         | 29 | 30 |    |    |

| MAY 2025 |    |    |    |    |
|----------|----|----|----|----|
| M        | T  | W  | T  | F  |
|          |    |    | 1  | 2  |
| 5        | 6  | 7  | 8  | 9  |
| 12       | 13 | 14 | 15 | 16 |
| 19       | 20 | 21 | 22 | 23 |
| 26       | 27 | 28 | 29 | 30 |

| JUNE 2025 |    |    |    |    |
|-----------|----|----|----|----|
| M         | T  | W  | T  | F  |
| 2         | 3  | 4  | 5  | 6  |
| 9         | 10 | 11 | 12 | 13 |
| 16        | 17 | 18 | 19 | 20 |
| 23        | 24 | 25 | 26 | 27 |
| 30        |    |    |    |    |

| First/Last Work Day     |                   |
|-------------------------|-------------------|
| 8/5                     | First Work Day    |
| 6/30                    | Last Work Day     |
| First/Last Student Days |                   |
| 9/4                     | First Student Day |
| 6/20                    | Last Student Day  |

| Holidays / Breaks |                        |             |                            |
|-------------------|------------------------|-------------|----------------------------|
| 9/2               | Labor Day              | 12/31       | New Year's Eve             |
| 11/11             | Veterans Day           | 1/1         | New Year's Holiday         |
| 11/28             | Thanksgiving           | 1/20        | Martin Luther King Jr. Day |
| 11/29             | Day after Thanksgiving | 2/17        | President's Day            |
| 12/23 - 1/3       | Winter Break           | 2/17 - 2/18 | Mid-Winter Break           |
| 12/24             | Christmas Eve          | 4/7 - 4/11  | Spring Break               |
| 12/25             | Christmas Day          | 5/26        | Memorial Day               |
| 12/26             | Day after Christmas    |             |                            |

|                                                                                     |                        |
|-------------------------------------------------------------------------------------|------------------------|
|  | Indicates Non-Work Day |
|  | Indicates Holidays     |
|  | Indicates Snow Days    |