

**COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT
2024-2025 CSEA**

**(9-12) Office Manager+School Office Secretary+Registrar+Records Clerk+Account Clerk+SPED Translator+District Community Liaison
(207 Work Days + 14 Holidays=221 Days) - 12 month employee**

YEAR	M	T	W	Th	F		Work Days	Paid Holidays
JULY 2024	1	2	3	4	5	July 24 First Day of Work	6	0
	8	9	10	11	12			
	15	16	17	18	19			
	22	23	24	25	26			
	29	30	31					
AUGUST				1	2	Aug. 9 District Kickoff	22	0
	5	6	7	8	9	Aug. 14 School Opens/First Day of Instruction		
	12	13	14	15	16			
	19	20	21	22	23			
	26	27	28	29	30			
SEPTEMBER	2	3	4	5	6	Sept. 2 Labor Day (Paid)	20	1
	9	10	11	12	13			
	16	17	18	19	20			
	23	24	25	26	27			
	30							
OCTOBER		1	2	3	4	Oct 14 Indigenous Peoples' Day (Unpaid)	22	0
	7	8	9	10	11			
	14	15	16	17	18			
	21	22	23	24	25			
	28	29	30	31				
NOVEMBER					1	Nov. 11 Veterans Day (Paid)	15	4
	4	5	6	7	8	Nov. 25-26 Fall Break (Unpaid)		
	11	12	13	14	15	Nov. 27 In lieu of Admissions Day (Paid)		
	18	19	20	21	22	Nov. 28 Thanksgiving (Paid)		
	25	26	27	28	29	Nov. 29 Day After Thanksgiving (Paid)		
DECEMBER	2	3	4	5	6	Dec. 23, 26-30 Winter Recess (Unpaid)	15	3
	9	10	11	12	13	Dec. 24 Christmas Eve (Paid)		
	16	17	18	19	20	Dec. 25 Christmas (Paid)		
	23	24	25	26	27	Dec. 31 New Years Eve (Paid)		
	30	31						
JANUARY 2025			1	2	3	Jan. 1 New Years Day (Paid)	19	2
	6	7	8	9	10	Jan. 2-3 Winter Recess (Unpaid)		
	13	14	15	16	17	Jan. 20 Martin Luther King Jr. Day (Paid)		
	20	21	22	23	24			
	27	28	29	30	31			
FEBRUARY	3	4	5	6	7	Feb. 10 Lincoln's Birthday (Paid)	18	2
	10	11	12	13	14	Feb. 17 President's Day (Paid)		
	17	18	19	20	21			
	24	25	26	27	28			
MARCH	3	4	5	6	7	March 17-21 Spring Break (Unpaid)	15	0
	10	11	12	13	14	March 31 Cesar Chavez Day (Unpaid)		
	17	18	19	20	21			
	24	25	26	27	28			
	31							
APRIL		1	2	3	4	April 21 Emergency Day #1 (Unpaid if not used)	21	0
	7	8	9	10	11			
	14	15	16	17	18			
	21	22	23	24	25			
	28	29	30					
MAY				1	2	May 23 Emergency Day #2 (Unpaid if not used)	20	1
	5	6	7	8	9	May 26 Memorial Day (Paid)		
	12	13	14	15	16			
	19	20	21	22	23			
	26	27	28	29	30			
JUNE	2	3	4	5	6	June 5 School Closes/Final Day of Instruction	14	1
	9	10	11	12	13	June 19 Juneteenth (Paid)		
	16	17	18	19	20	June 20 Last Day of Work		
	23	24	25	26	27			
	30							
TOTALS							207	14

KEY
Holiday (Paid)
Non-Contract Non-Paid Day (Unpaid)
First/Last Day Work Day
Emergency Days