

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

**(K-8) Office Manager+School Office Secretary+Registrar+Records Clerk+HR Clerk
(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 23	First Day of Work	7	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)	18	2
	6	7	8	9	10	Jan. 2-3	Winter Recess (Unpaid)		
	13	14	15	16	17	Jan. 17	Non Contract Non Paid Day		
	20	21	22	23	24	Jan. 20	Martin Luther King Jr. Day (Paid)		
	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				
MAY	28	29	30			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