

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

**Office Assistant Year Round RCE - 12 month employee
(187 Work Days + 13 Holidays=200 Days)**

YEAR	M	T	W	Th	F		Work Days	Paid Holidays
JULY 2024	1	2	3	4	5	July 8 First Day of Work	18	0
	8	9	10	11	12	July 17 School Opens/First Day of Instruction		
	15	16	17	18	19			
	22	23	24	25	26			
	29	30	31					
AUGUST				1	2	Aug. 9 Non-Contract Non Paid Day/District Kickoff (Timecard if attending)	20	0
	5	6	7	8	9	Aug. 12 Non-Contract Non-Paid Day		
	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)	14	1
	9	10	11	12	13	Sept. 23-30 Year Round Fall Break (Unpaid)		
	16	17	18	19	20			
	23	24	25	26	27			
	30							
OCTOBER		1	2	3	4	Oct. 1-4 Year Round Fall Break (Unpaid)	18	0
	7	8	9	10	11	Oct. 14 Indigenous Peoples' Day (Unpaid)		
	14	15	16	17	18			
	21	22	23	24	25			
	28	29	30	31				
NOVEMBER					1	Nov. 1 Non Contract Non Paid Day	14	4
	4	5	6	7	8	Nov. 11 Veterans Day (Paid)		
	11	12	13	14	15	Nov. 25-26 District Wide Fall Break (Unpaid)		
	18	19	20	21	22	Nov. 27 In lieu of Admissions Day (Paid)		
	25	26	27	28	29	Nov. 28 Thanksgiving (Paid)		
						Nov. 29 Day After Thanksgiving (Paid)		
DECEMBER	2	3	4	5	6	Dec. 18-23, 26-30 Winter Recess (Unpaid)	12	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. 6 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 17-31 Spring Break (Unpaid)	10	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/Last Day of Work	4	0
	9	10	11	12	13			
	16	17	18	19	20			
	23	24	25	26	27			
	30							
TOTALS							187	13

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