

CATALINA FOOTHILLS SCHOOL DISTRICT | 2023-2024 EMPLOYEE CALENDAR

JULY '23						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY '24						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- Student's first day of school (8/7) is a full day for students and staff.
- Student's last day of school (5/22) is a half day for students and a full day for staff.
- Student Holiday
- Orientation Days: new teachers begin 7/26; returning teachers begin 8/1
- Inservice day (5/23)

AUGUST '23						
S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY '24						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

**ADMINISTRATIVE AND CERTIFIED CONTRACTS**

Category	First Day	Last Day	Number of Contract Days
A.1 12 month administrators	07/01/23	06/30/24	260
C.1 new certified staff	07/26/23	05/23/24*	214*
C.2 returning certified staff	08/01/23	05/23/24	206
C.3 new certified psychologists	07/26/23	05/30/24*	219*
C.4 returning certified psychologists	08/01/23	05/30/24	211

\* C.1 only: 210 days from 07/26/23 to 05/23/24 plus 4 additional days for Professional Development on 06/03/24-06/06/24 for a total of 214 contract days  
 \* C.3 only: 215 days from 07/26/23 to 05/30/24 plus 4 additional days for Professional Development on 06/03/24-06/06/24 for a total of 219 contract days

SEPTEMBER '23						
S	M	T	W	T	F	S
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3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH '24						
S	M	T	W	T	F	S
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24	25	26	27	28	29	30
31						

**CLASSIFIED POSITIONS - NOTICES OF APPOINTMENT**

Category	First Day	Last Day	Number of Contract Days
A.1 please see reverse for job titles	07/01/23	06/30/24	260
A.2 please see reverse for job titles	07/01/23	06/30/24	260
A.3 please see reverse for job titles	07/10/23	06/21/24	233
B.1 please see reverse for job titles	07/10/23	06/05/24	217
B.2 please see reverse for job titles	07/26/23	05/23/24	196
D.1 please see reverse for job titles	08/02/23	05/17/24	187
D.2 please see reverse for job titles	08/02/23	05/23/24	191
D.3 please see reverse for job titles	08/04/23	05/22/24	188
D.4 please see reverse for job titles	08/01/23	05/23/24	206
D.5 please see reverse for job titles	08/01/23	05/30/24	211
E please see reverse for job titles	08/01/23	05/23/24	192
F.2 please see reverse for job titles	TBD by Dir. of Comm. Schls	TBD by Dir. of Comm. Schls	187

OCTOBER '23						
S	M	T	W	T	F	S
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22	23	24	25	26	27	28
29	30	31				

APRIL '24						
S	M	T	W	T	F	S
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28	29	30				

**IMPORTANT DATES**

Retirement of Professional/Support Staff Members Policy GCQE: Submit your written notification of intent to retire on or before February 1 of your final school year. A qualifying employee shall be paid for unused short-term leave.

Leave of Absence Policy GCC: Submit your written proposal prior to March 1 of previous school year for professional leave beginning first quarter/trimester, and prior to October 1 of previous fall for professional leave beginning third quarter/2nd or 3rd trimester.

Job Sharing Policy GCG: Submit your written proposal prior to March 15.

DECEMBER '23						
S	M	T	W	T	F	S
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24	25	26	27	28	29	30
31						

JUNE '24						
S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Holiday/Recess	Date	A.1 260 days Acctg Clerk (MAC), Acctg Clerk (Payable), Administrator, Admin Asst, Bookkeeper Full Chrg, Courier (part time), CS District Program Coord, CS Exec Secretary, CS Office Coordinator, District Computer Tech, Facilities & Transportation Office Clerk, HR Asst II, HR Mgr, Inventory Control & Document Distribution Coord, Network Mgr, Payroll Mgr, Payroll Spec, Procurement Spec, Receptionist, Software Appl Spec, SIS/Database Mgr, Sr. Acct., Systems Engineer, Web Coord	A.2 260 days Acctg Clerk (HS), Bus Mechanic, Computer Tech II (HS), CS ES Site Lead, CS VVELC Secretary, Custodian Lead (HS), Custodian (ELC), Groundskpr, Maint I, Maint II, Facilities & Transportation Maintenance Supv, Registrar, Security Lead, Student Database Mgr (HS)	A.3 233 days Computer Technician I, Custodian, Custodian Lead (Middle/Elem), School Secretary, Spec Ed Secretary, Professional Learning Program Specialist, CS Office Asst II	B.1 217 days Data Base Mgr (JTED), Outreach & Intemship Coord (JTED), Theater Shop Foreman	B.2 196 days ELC Office Clerk/Health Asst, Office Clerk, Office Clerk (counselors), Spec. Ed Secretary (part time),	C.1 214 contract days for new certified staff  C.2 206 contract days for returning certified staff  D.4 206 days Occupational Therapist, Physical Therapist	C.3 219 contract days for new certified Psychologist  C.4 211 contract days for returning certified Psychologist  D.5 211 days Psychologist Intem	D.1 187 days Athletic Equip Asst, Athletic Trainer  D.3 188 days Bursar, Certified Occupational Therapy Asst, CV Security Asst, EA (classroom, inclusion, ELC inclusion), EA Health Aide, ELL Instruct Aide, Office Clerk (Attend-HS), Transition School to Work Job Coach	D.2 191 days Health Asst, Security Monitor, Library Clerk (Elem, Middle & HS)	E 192 days Office Coord (HS), ISS Monitor Level II	F.2 187 days CARE Asst. Site Mgr., CARE Activity Leader I, CARE Activity Leader II
Independence Day	4-Jul	paid holiday	paid holiday	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Labor Day	4-Sep	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday
Fall Break	9-Oct	n/a	n/a	n/a	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	n/a
Fall Break	10-Oct	n/a	n/a	n/a	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	n/a
Fall Break	11-Oct	n/a	n/a	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	n/a
Fall Break	12-Oct	n/a	n/a	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	n/a
Fall Break	13-Oct	n/a	n/a	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	n/a
Veteran's Day	10-Nov	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday
Thanksgiving	22-Nov	n/a	n/a	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess
Thanksgiving	23-Nov	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday
Thanksgiving	24-Nov	paid holiday	paid holiday	unpaid recess	unpaid recess	unpaid recess	paid recess	paid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess
Winter Break	25-Dec	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday
Winter Break	26-Dec	paid holiday	paid holiday	unpaid recess	unpaid recess	unpaid recess	paid recess	paid recess	unpaid recess	unpaid recess	unpaid recess	n/a
Winter Break	27-Dec	paid holiday	paid holiday	unpaid recess	unpaid recess	unpaid recess	paid recess	paid recess	unpaid recess	unpaid recess	unpaid recess	n/a
Winter Break	28-Dec	vacation / LWOP	n/a	unpaid recess	unpaid recess	unpaid recess	paid recess	paid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess
Winter Break	29-Dec	vacation / LWOP	n/a	unpaid recess	unpaid recess	unpaid recess	paid recess	paid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess
Winter Break	1-Jan	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday
Winter Break	2-Jan	paid holiday	paid holiday	unpaid recess	unpaid recess	unpaid recess	paid recess	paid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess
Winter Break	3-Jan	paid holiday	paid holiday	unpaid recess	unpaid recess	unpaid recess	paid recess	paid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess
Winter Break	4-Jan	vacation / LWOP	n/a	unpaid recess	unpaid recess	unpaid recess	paid recess	paid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess
Winter Break	5-Jan	vacation / LWOP	n/a	unpaid recess	unpaid recess	unpaid recess	paid recess	paid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess
Martin Luther King Day	15-Jan	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday
Rodeo Break	22-Feb	n/a	n/a	n/a	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	unpaid recess	n/a
Rodeo Break	23-Feb	n/a	n/a	n/a	unpaid recess	unpaid recess	paid recess	paid recess	unpaid recess	unpaid recess	unpaid recess	n/a
Spring Break	25-Mar	n/a	n/a	unpaid recess	unpaid recess	unpaid recess	paid recess	paid recess	unpaid recess	unpaid recess	unpaid recess	n/a
Spring Break	26-Mar	n/a	n/a	unpaid recess	unpaid recess	unpaid recess	paid recess	paid recess	unpaid recess	unpaid recess	unpaid recess	n/a
Spring Break	27-Mar	n/a	n/a	unpaid recess	unpaid recess	unpaid recess	paid recess	paid recess	unpaid recess	unpaid recess	unpaid recess	n/a
Spring Break	28-Mar	paid holiday	paid holiday	unpaid recess	unpaid recess	unpaid recess	paid recess	paid recess	unpaid recess	unpaid recess	unpaid recess	n/a
Spring Break	29-Mar	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday	paid holiday
Memorial Day	27-May	paid holiday	paid holiday	paid holiday	paid holiday	n/a	n/a	paid holiday	n/a	n/a	n/a	n/a

paid holiday - you observe the holiday and you receive your normal pay for the day. See policy GCD "qualifying for paid holidays/recess"

n/a (not applicable) - you do not observe the holiday/recess, you work your normal schedule for the day

unpaid recess - you observe the recess and you receive your normal pay for the day (applies to certificated staff only). See policy GCD "qualifying for paid holidays/recess"

unpaid recess - you observe the recess but you do not get paid for the day

vacation/LWOP - you observe the recess but you do not get paid for the day unless you take a vacation day (December 25 - January 5 only)