

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

**Office Manager Year Round RCE - 12 month employee
(207 Work Days + 15 Holidays=222 Days)**

YEAR	M	T	W	Th	F		Work Days	Paid Holidays
JULY 2024	1	2	3	4	5	July 3 First Day of Work	20	1
	8	9	10	11	12	July 4 Independence Day (Paid)		
	15	16	17	18	19	July 17 School Opens/First Day of Instruction		
	22	23	24	25	26			
	29	30	31					
AUGUST				1	2	Aug. 9 District Kick Off	22	0
	5	6	7	8	9			
	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 Holiday (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)	19	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 District Wide 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 17-31 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/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	15

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