**Capistrano Unified School District**

33122 Valle Road, San Juan Capistrano CA 92675

Telephone: (949) 234-9200/FAX: 496-7681 [www.capousd.org](http://www.capousd.org)

2020-2021 Classified Work Calendar

**12 Month Employees**

*We recommended reviewing your retirement plan to maximize retirement service credit*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | M | T | W | TH | F | M | T | W | TH | F | M | T | W | TH | F | M | T | W | TH | F | M | T | W | TH | F | Days  Worked |
| July |  |  | 1 | 2 | 3  **H** | 6 | 7 | 8 | 9 | 10 | 13 | 14 | 15 | 16 | 17 | 20 | 21 | 22 | 23 | 24 | 27 | 28 | 29 | 30 | 31 | 22 |
| August | 3 | 4 | 5 | 6 | 7 | 10 | 11 | 12 | 13 | 14 | 17 | 18 | 19 | 20 | 21 | 24 | 25 | 26 | 27 | 28 | 31 |  |  |  |  | 21 |
| September |  | 1 | 2 | 3 | 4 | 7  **H** | 8 | 9 | 10 | 11 | 14 | 15 | 16 | 17 | 18 | 21 | 22 | 23 | 24 | 25 | 28 | 28 | 30 |  |  | 21 |
| October |  |  |  | 1 | 2 | 5 | 6 | 7 | 8 | 9 | 12 | 13 | 14 | 15 | 16 | 19 | 20 | 21 | 22 | 23 | 26 | 27 | 28 | 29 | 30 | 22 |
| November | 2 | 3 | 4 | 5 | 6 | 9 | 10 | 11  **H** | 12 | 13 | 16 | 17 | 18 | 19 | 20 | 23 | 24 | 25 | 26  **H** | 27  **H** | 30 |  |  |  |  | 18 |
| December |  | 1 | 2 | 3 | 4 | 7 | 8 | 9 | 10 | 11 | 14 | 15 | 16 | 17 | 18 | 21 | 22 | 23 | 24  **H** | 25  **H** | 28 | 29 | 30 | 31  **H** |  | 20 |
| January |  |  |  |  | 1  **H** | 4 | 5 | 6 | 7 | 8 | 11 | 12 | 13 | 14 | 15 | 18  **H** | 19 | 20 | 21 | 22 | 25 | 26 | 27 | 28 | 29 | 19 |
| February | 1 | 2 | 3 | 4 | 5 | 8 | 9 | 10 | 11 | 12  **H** | 15  **H** | 16 | 17 | 18 | 19 | 22 | 23 | 24 | 25 | 26 |  |  |  |  |  | 18 |
| March | 1 | 2 | 3 | 4 | 5 | 8 | 9 | 10 | 11 | 12 | 15 | 16 | 17 | 18 | 19 | 22 | 23 | 24 | 25 | 26 | 29 | 30 | 31 |  |  | 23 |
| April |  |  |  | 1 | 2 | 5 | 6 | 7 | 8 | 9  **H** | 12 | 13 | 14 | 15 | 16 | 19 | 20 | 21 | 22 | 23 | 26 | 27 | 28 | 29 | 30 | 21 |
| May | 3 | 4 | 5 | 6 | 7 | 10 | 11 | 12 | 13 | 14 | 17 | 18 | 19 | 20 | 21 | 24 | 25 | 26 | 27 | 28 | 31  **H** |  |  |  |  | 20 |
| June |  | 1 | 2 | 3 | 4 | 7 | 8 | 9 | 10 | 11 | 14 | 15 | 16 | 17 | 18 | 21 | 22 | 23 | 24 | 25 | 28 | 29 | 30 |  |  | 22 |
| Total number of work days:  Total number of paid holidays: | | | | | | | | | | | | | | | | | | | | | | | | | | **247**  **14** |

Codes: Grey = Assigned Work Days H = Legal/Local Holidays

**12 MONTH CLASSIFICATIONS:**

Account Clerk II, Account Clerk III, Accounting Technician I, Accounting Technician II, Assistant Buyer, Attendance/Accounting Technician, Automotive Mechanic, Benefits Technician, Bilingual Clerk, Bilingual District Receptionist, Bilingual Special Programs Liaison, Bilingual Intermediate Office Assistant, Bilingual Staff Secretary, Bilingual Transportation Services Specialist Bindery Worker, Bus Driver/State Certified Instructor, Buyer (Purchasing), Buyer/Planner, Custodian I, Custodian II, Custodian III, Custodian IV, District Receptionist, Early Intervention Transition Specialist, Electronic Specialist, Enrollment Technician, Facilities Planning Technician Grounds Equipment Operator, Groundskeeper, Heat & A/C Conditioning Assistant, Heating, A/C & Refrigeration Technician, Heavy Duty Mechanic, Heavy Equipment Operator, Information Systems Specialist I, Information Systems Specialist II, Information Systems Specialist III, Instructional Materials Specialist, Intermediate Office Assistant, Inventory/Parts Specialist, Irrigation Specialist, Job Technician I, Job Technician II, Lead Accounting Technician, Lead School Bus Driver, Lead Groundskeeper, Lead Programmer/Analyst, Lead Warehouse Worker (Food Services), Maintenance Carpenter, Maintenance Electrician, Maintenance Locksmith, Maintenance Painter, Maintenance Plumber, Maintenance Storekeeper, Maintenance Welder, Occupational Therapist, Payroll Specialist, Personnel Assistant, Pesticide Applicator Technician, Physical Therapist, Pool Maintenance Technician, Reprographics Technician, Research/Evaluation Analyst, School Bus Inspector/Serviceperson, Special Education Legal Specialist, Senior Press Technician, Senior Staff Secretary, Staff Secretary, Storekeeper/Delivery Driver, Technology Support Specialist I, Technology Support Specialist II, Technology Support Specialist III, Technology Support Specialist IV, Training/User Support Specialist, Transportation Dispatcher, Transportation Inventory Storekeeper, Transportation Route Planner, User Support Specialist, Webmaster