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**MEMORANDUM**

**TO:** Principals and Department Heads  
**FROM:** Manjit Atwal, Executive Director, Human Resources/Labor Relations  
**REGARDING:** CLASSIFIED DUTY YEAR FOR 2023-2024  
**DATE:** Revised: October 13, 2023

Listed below are the start and end dates for classified employees. If an employee does not have adequate vacation to cover the Thanksgiving, Winter and Spring recesses, they may consider a flexible schedule (apply comp time, trade off time, return to work prior to their start date), or they may choose to work these days. **This schedule must be prearranged with their immediate supervisor.**

All Classified employees except for School Days Only (193, 195) must work Thanksgiving, Winter and Spring Breaks to meet their required duty days. **Except for 12-month employees**, all vacations shall be taken during Thanksgiving, Winter and Spring. Vacations shall be scheduled at times mutually agreed upon by CSEA members and management, **for all employees working less than 12 months**. For further information on vacation usage refer to Article 28 – Vacation Allowance for both CSEAF and CSEAW Collective Bargaining Agreements.

DUTY YEAR	START/END DATE	INSTITUTE DAY	Buyback Days/Non-Duty Days
School Days Only 193	August 11, 2023– June 6, 2024	August 11, 2023	8/9/2023, 8/10/2023, 10/9/2023, 3/4/2024
School Days Only 195**	August 10, 2023 -June 6, 2024	August 11, 2023	8/9/2023, 10/9/2023
School Days Only 197***	August 9, 2023 – June 6, 2024	August 11, 2023	8/9/2023, 8/10/2023, 10/9/2023, 3/4/2024
10 Month*	August 7, 2023 – June 7, 2024	N/A	12/27/2023, 12/28/2023, 12/29/2023
10 Month	August 10, 2023 – June 7, 2024	N/A	8/9/2023
10 1/2 Month	August 1, 2023– June 13, 2024	N/A	
11 Month	August 1, 2023– June 28, 2024	N/A	
11 1/2 Month	July 5, 2023– June 14, 2024	N/A	
12 Month	July 3, 2023– June 28, 2024	N/A	

We have designated the day prior to the first day of school as Institute Day for classified employees who work school days only (181 days). If you prefer to designate a site-based Institute Day rather than the day listed above, you may do so, but again, it will be necessary to inform your employees of the change.

Transitional Kindergarten paraprofessionals have the option of attending professional learning hours with their teachers on the 10/9/23 and 3/4/2024 Buybacks with compensation.

\*This only impacts School Office Assistants/Library Media Technicians currently on a 10-month duty year.  
 \*\*This only impacts Campus Safety Assistants. Start date is August 10<sup>th</sup>, 2023, and must work on March 4<sup>th</sup>, 2024.  
 \*\*\*This only impacts SPED Paraprofessionals who now are scheduled to attend all Institute and Buyback days.

If you have any questions regarding this memorandum, you may contact me at 457-3500 or at [hrmessages@fresnounified.org](mailto:hrmessages@fresnounified.org).

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