

**OAK PARK UNIFIED SCHOOL DISTRICT  
HUMAN RESOURCES DEPARTMENT**

**TO:** All Classified Employees  
**FROM:** Stewart McGugan, Assistant Superintendent, Human Resources  
**DATE:** April 24, 2025  
**SUBJECT:** CLASSIFIED WORK YEAR AND START DATES FOR 2025-26

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Dear Classified Staff,

As we approach the end of another school year, it is time to begin planning for 2025-2026! We wanted to provide you with a work year calendar for each classification for next year which can be found in [this folder](#) or in the table below. I am also including some frequently asked questions on the second page. If you have additional questions please do not hesitate to reach out.

If you're not sure of your work year classification please refer to the chart below:

<b>WORK YEAR</b>	<b>JOB DESCRIPTION/CLASSIFICATION</b>
<a href="#"><u>Preschool</u></a>	Preschool Teachers, Preschool Assistants
<a href="#"><u>School Year</u></a>	Instructional Assistant I, Instructional Assistant II, Instructional Assistant III, Certified Sign Language Interpreter, Registered Behavior Technician (RBT), Warehouse Delivery, Campus Supervisor, Child Nutrition Services Assistant Child Nutrition Service Lead *Pre-School Instructional Assistants (different calendar)
<a href="#"><u>10 Month PT</u></a> <a href="#"><u>10 Month FT</u></a> <a href="#"><u>Occupational Therapist</u></a> <a href="#"><u>Behavior Spec</u></a> <a href="#"><u>Social Emotional Spec</u></a> <a href="#"><u>Club OP IA II</u></a>	Student Services Assistant I, Health Services Tech, Library/Media Tech, Department Clerk, Child Nutrition Services Manager, Child Nutrition Services Cook. Occupational Therapist, Behavioral Specialist, Social Emotional Specialist, Club Oak Park” Instructional Assistants II
<a href="#"><u>10.5 Month</u></a>	Student Services Assistant II, Student Services Assistant III (OVHS), Student Services Assistant III (Attendance), Student Services Bookkeeper (OPHS ASB), Athletic Assistant I (OPHS), College/Career Center Tech, College/Career Center Advisor (OPHS)
<a href="#"><u>11 Month</u></a> <a href="#"><u>Club OP Leaders</u></a>	Office Manager I (BES, OHES, ROES, OPIS), Office Manager II (MCMS), Department Assistant I (Pupil Services, Food Services, & High School (OPHS), Extended Care “Club Oak Park” Site Leaders
<a href="#"><u>11.5 Month</u></a>	Office Manager III (OPHS), Student Services Assistant III (OPHS Registrar)
<a href="#"><u>12 Month</u></a>	Accounting Assistant I, II, & III, Senior Accountant, Grounds Supervisor, Grounds Worker, Maintenance Engineer, General Maintenance Worker, Custodian, Roving Custodian, Head Custodian I, Head Custodian II, Head Custodian III, District-Wide Head Custodian, Data Systems Support Specialist, Department Assistant II Human Resources, Department Assistant I (Bond Facility, Curriculum & Instruction, Technology, Before/After School Program) Computer Support Technician, Assistant Computer Support Technician, Repair Technician Lead, Network Administrator, Support Services Coordinator

## FREQUENTLY ASKED QUESTION

### How is vacation time accrued?

**Per OPCA Contract 13.15 Vacations:** Bargaining unit members shall receive annual vacation leave. For purposes of this clause, full-time employment is defined as an eight (8) hour per day assignment regardless of whether the bargaining unit member is regularly scheduled for 9, 10, 11 or 12 months. Part-time employment is defined as those bargaining unit members regularly scheduled to work less than eight (8) hours per day.

**13.15.1 Computation of Vacation Time:** Full-Time Classified bargaining unit members shall receive annual vacation on the following basis:

First 5 years of employment - 12 days each year

6th through 9th years - 15 days each year

10th through 14th years - 17 days each year

15th year + - 20 days each year

Regularly employed part-time bargaining unit members shall be entitled to prorated vacation with pay. Such vacation shall accrue at the rate of one day for each twenty days of scheduled work. Regularly employed full-time and part-time bargaining unit members shall accrue vacation benefits monthly from their date of employment. Once a bargaining unit member completes their probationary period (6 months), vacation time may be taken with approval prior to being earned.

### Can I carry over my vacation time?

Beginning the start of 2020-21 school year, full-time classified staff may not carry over and accumulate (bank) from year to year more than their total number of annual earned but unused vacation days per year, per the annual vacation amounts specified in their contract. For example, if an employee earns twelve (12) vacation days in a single year, they cannot accrue/carry over more than twelve (12) vacation days into the following year. Any accrued days beyond the twelve (12) vacations days earned would be lost.

### Is vacation time paid out at the end of the year?

All unused vacation days will be paid out at the end of the work year for part-time (less than 8 hours a day) and Club Oak Park employees only. \*Part time Custodians roll over their vacation time, it is not paid out.

### What is a floating holiday?

Classified staff has a floating holiday, Juneteenth, that falls on June 19, 2026, for 11.5 & 12.0-month employees. Employees working 11.0 months and below will receive one (1) floating holiday, *which is marked as April 2, 2026*; you may either take this holiday on that date or you may request an alternate date that will require pre-approval by your supervisor.

### I am a full time employee, what do I do on non-student/non-teacher days?

In the 2025-26 school year, there are two non-student/non-teacher days for the Jewish Holidays; September 23rd which is Rosh Hashanah and October 2nd which is Yom Kippur. An employee can use two PN/Vacation days if taken for religious observance.

### What is a Personal Necessity (PN) Day?

**Per OPCA Contract 13.10 Personal Necessity:** Unit members may elect to use up to eight (8) days annually of their sick leave for matters of personal necessity as defined below:

- A. Death or serious illness of a member of the unit member's immediate family;
- B. An accident involving the unit member's person or property, or the personal property of the unit member's immediate family, provided it is of such severity or seriousness as to require the unit member's immediate attention;

- C. Imminent danger or threat of danger to the home of the bargaining unit member, occasioned by a factor such as flood, fire or earthquake serious in nature, which under the circumstances the bargaining unit member cannot reasonably be expected to disregard;
- D. Delay in returning to or arriving at work because of unavoidable circumstances (flood, storm, vehicle breakdown, public transportation delay, etc.);
- E. Other important matters of personal necessity, including religious observances, which require the unit member's presence or attention and cannot be handled outside normal working hours.

The following limits, terms and conditions apply to granting personal necessity leave;

- A. The total number of days in one (1) school year for such leave shall not exceed eight (8) days;
- B. The days allowed shall be deducted from, and may not exceed, the number of accumulated sick leave days to which the bargaining unit member is then entitled;
- C. Personal necessity leave shall not be granted during a scheduled vacation or leave of absence, nor to extend a vacation or school holiday for recreational purposes, nor as a means of withholding services;
- D. Except for leave under section 1c. and 1d. above, application for such leave must be submitted as far in advance as possible to the site administrator so that substitute service, if required, may be obtained. Payment for such absences shall be made only upon verification by the unit member and approval by the Superintendent or designee that the absence was because of personal necessity within the meaning of the Contract Article.

Thanks for your ongoing commitment to the Oak Park Unified students and community. Your hard work is why we've been able to reach the success we have.

If you have any questions or need more information, please feel to contact Melissa Curtis in the Classified Personnel Office at (818) 735-3220.