

MEMORANDUM OF UNDERSTANDING BETWEEN SANTA ROSA CITY  
SCHOOLS AND  
THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER 75  
**2024-2025 Classified Employees Calendar**

The California School Employees Association, Santa Rosa Chapter 75 (hereinafter referred to as Association) and the Santa Rosa City Schools district (hereinafter referred to as District) agree:

This Agreement was made and entered into this day, **November 30th, 2023** by and between Santa Rosa City Schools (“District”) and California School Employees Association and its Chapter 75 (“Association”) collectively referred to as the (“Parties”) agree that in addition to the **12 legal holidays** as identified in **Article 12: HOLIDAYS** of the current collective bargaining agreement, for the 2024-2025 school year, **three (3) existing local holidays to be determined through negotiations, one (1) additional Local Holiday to be consistent with SRTA adding Cesar Chavez as a Local Holiday and one (1) Local Holiday to occur during any Leap Year to be the Tuesday following the Local Holiday known as the First Day of Spring Break.**

3 Existing Local Holidays

1. Wednesday, November 27, 2024 (Local Holiday)
2. Monday, December 23, 2024 (Local Holiday)
3. Friday, January 3, 2025 (Local Holiday)

And one (1) existing paid holiday in December in lieu of Admissions Day:

1. Tuesday, December 24, 2024

Additionally, one (1) day has been added as a District Local Holiday to occur during Leap Years to be the Tuesday following the Local Holiday known as the First Day of Spring Break.

Also, one (1) District Local Holiday to be consistent with SRTA adding Cesar Chavez as a Local Holiday.

1. March 31, 2025

Professional Development Dates:

1. Friday, November 1, 2024
2. Friday, January 31, 2025

Potential Emergency Closure Day (Make-up Days):Draft

1. Friday, April 11, 2025
2. Friday, May 16, 2025

For the 2024-2025 school year, there will be a total of **two-hundred and forty-two (242) workdays** and **eighteen (18) paid, legal and local holidays**. On any Leap Year 19 paid holidays.

A draft copy of the 2024-2025 Classified Employees Calendar is attached.

This MOU shall expire in full without precedent on June 30, 2025, unless extended by mutual written agreement.

ARTICLE 12: HOLIDAYS

12.2

Unit members are entitled to the following paid holidays in accordance with the provisions of this Section and the terms and conditions of this Agreement:

- July 4, Independence Day
- First Monday in September, Labor Day
- November 11, Veterans' Day
- President of U. S. Proclamation, Thanksgiving Day
- Friday following Thanksgiving Day
- One day in December in lieu of Admission Day
- December 25, Christmas Day
- January 1, New Year's Day
- Third Monday in January, Martin Luther King, Jr. Day
- Second Monday in February, Abraham Lincoln Day
- Third Monday in February, Presidents' Day
- March 31, Cesar Chavez Day
- Last Monday in May, Memorial Day
- June 19 (Juneteenth) Day of Observation
- First day of Spring Break
- During Leap Year, the Tuesday following the first day of Spring Break
- Three existing local holidays to be determined through negotiations.

12.2.1

In addition to the above, whenever the President of the United States or the Governor appoints any other day as a holiday, including a National Day of Mourning, and does not provide for the closing of the public schools (i.e., Santa Rosa City Schools), but Santa Rosa City Schools do close, such closing shall be deemed as closing for a holiday.

Dated: 12/4/23

For the Association:

Mary Lehman

Mary Lehman, CSEA 75 President

\_\_\_\_\_

Joseph Gomez, CSEA Labor Rep

Date Approved by the Board: \_\_\_\_\_

Dated: 12/5/23

For the District:

Vicki Zands

Dr. Vicki Zands, Assistant Superintendent

\_\_\_\_\_

Anna Trunnell, Superintendent, SRCS

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Lisa August, Associate Superintendent

Date Ratified by CSEA 75: \_\_\_\_\_

**SANTA ROSA CITY SCHOOLS**  
**2024-2025 CLASSIFIED EMPLOYEES CALENDAR**  
**CSEA 75 / Confidential / Supervisory / Classified Management**  
**242 Workdays**

YEAR	M	T	W	Th	F		Work Days	Paid Days Off	Legal Holidays	Local Holiday Days	12	11	10	SY	
											mon	mon	mon	emp	
JULY 2024	1	2	3	4	5										
	8	9	10	11	12	Jul. 4	Independence Day Holiday	22	1	1	0	22	2	0	0
	15	16	17	18	19										
	22	23	24	25	26	Jul. 30	11-Month Work Year Start Date								
AUGUST	29	30	31												
	5	6	7	8	9	Aug. 7	10-Month Work Year Start Date	22	0	0	0	22	22	18	15
	12	13	14	15	16	Aug. 12	Teacher/School Year (SY) Employees Start Date								
	19	20	21	22	23	Aug. 12	Work Day Principal-Directed Non-Instructional (non-student)								
	26	27	28	29	30	Aug. 13	Work Day Staff-Directed Non-Instructional (non-student)								
						Aug. 14	School Opens/First Day of Instruction								
SEPTEMBER	2	3	4	5	6	Sept. 2	Labor Day Holiday	20	1	1	0	20	20	20	20
	9	10	11	12	13	Sept. 5	Back to School Night-Elementary Schools								
	16	17	18	19	20	Sept. 12	Back to School Night-Middle Schools								
	23	24	25	26	27	Sept. 19	Back to School Night-High Schools								
OCTOBER	30														
	1	2	3	4	Oct. 7-11	Parent Conferences	23	0	0	0	23	23	23	23	
	7	8	9	10	11										
	14	15	16	17	18										
NOVEMBER	21	22	23	24	25										
	28	29	30	31											
	1	2	3	4	Nov. 1	Professional Development Day (non-student)	17	4	2	2	17	17	17	15	
	4	5	6	7	8	Nov. 11	Veterans Day								
	11	12	13	14	15	Nov. 25-26	Work Days for 10, 11, 12 month employees								
	18	19	20	21	22	Nov. 27	Local Holiday								
DECEMBER	25	26	27	28	29	Nov. 28	Thanksgiving Day Holiday								
						Nov. 29	Local Holiday								
	2	3	4	5	6	Dec. 23-31	Winter Recess Non-Work Day for Teachers and SY employees	19	3	2	1	19	19	19	15
	9	10	11	12	13	Dec. 23	Local Holiday								
	16	17	18	19	20	Dec. 24	Local Holiday in lieu of Admissions Day								
JANUARY 2025	23	24	25	26	27	Dec. 24	Local Holiday in lieu of Admissions Day								
	30	31	Dec. 25	Christmas Day Holiday											
			Dec. 26, 27, 30, 31	Work Days for 10, 11, 12 month employees											
	1	2	3	Jan. 1	New Years Day Legal Holiday	19	3	2	1	19	19	19	19		
FEBRUARY	6	7	8	9	10	Jan. 2	District Non Workday								
	13	14	15	16	17	Jan. 3	Local Holiday								
	20	21	22	23	24	Jan. 20	Martin Luther King Jr. Holiday								
	27	28	29	30	31	Jan. 31	Professional Development Day (non-student)								
MARCH	3	4	5	6	7										
	10	11	12	13	14	Feb. 10	Lincoln's Birthday	18	2	2	0	18	18	18	18
	17	18	19	20	21	Feb. 17	President's Day								
	24	25	26	27	28										
APRIL	31	Mar. 17	Local Holiday (First day of Spring Break)	19	2	0	2	19	19	19	15				
		Mar. 18-Mar. 21	Worddays for 10, 11, and 12 month employees												
		Mar. 17-21	Teachers and SY Employees Spring Break												
		Mar. 31	Cesar Chavez Day												
MAY	1	2	3	4	April 11	*Emergency Closure Day (Work day for 10, 11, 12-month)	22	0	0	0	22	22	22	20	
	7	8	9	10		(Non-work day SY)									
	14	15	16	17	18	April. 21	Wordday for 10, 11, and 12 month employees								
	21	22	23	24	25										
JUNE	28	29	30	May 15	Open House	21	1	1	0	21	21	21	20		
	5	6	7	8	9	May 16	*Emergency Closure Day (Work day for 10, 11, 12-month)								
	12	13	14	15	16		(Non-work day SY)								
	19	20	21	22	23	May 26	Memorial Day								
TOTALS	26	27	28	29	30	June 6	Teachers and SY Employees Final Work Day	20	1	1	0	20	20	6	5
	9	10	11	12	13	June 9	10-month Employee Final Work Day								
	16	17	18	19	20	June 19	Juneteenth Legal Holiday								
	23	24	25	26	27	June 30	11-month Employee Final Work Day								
	30														

(2) Two days added for \*Emergency Closures 4/11 & 5/16: Work day for 10, 11, 12-month. Non-Work Day for Teachers, SY.

Board approved: Pending

DRAFT 2024-2025 Classified Employee Calendar mutually agreed on:

SY = 185 workdays (August 8, 2024 - June 6, 2025)

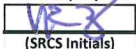
Ratified: Pending

10-month = 202 workdays (August 5, 2024 - June 6, 2025)

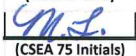
Effective: July 1, 2024

Date: 11/30/2023

11-month = 222 workdays (August 1, 2024 - June 30, 2025)

  
(SRCS Initials)

12-month = 242 workday (July 1, 2024-June 30, 2025)

  
(CSEA 75 Initials)