











**Voices West Contra Costa
2024-25 Exempt & Team Z Employee Holiday & Vacation Days¹**

Month/Holiday	Instructional Staff ²	Admin Staff ³	Team Z Staff
 July – August 2024 Independence Day	July 1 - August 9 (returning staff)	July 1- 5	July 4-5
 September Labor Day	September 2	September 2	September 2
 November Veteran’s Day Thanksgiving	November 11 November 25 - 29	November 11 November 25 - 29	November 11 November 25 - 29
 December Winter Break	December 19-31	December 23-31	December 23-31
 January New Year’s Day MLK Day	January 1-3 January 20	January 1-3 January 20	January 1-3 January 20
 February Presidents Day (February Break)	February 17 February 18-21	February 17 February 18-21	February 17
 April Spring Break	April 7-11	April 7-11	Please reference TZ Spring Break google calendar to block your time off (1 week off)
 May Memorial Day	May 26	May 26	May 26
 June 2025 Juneteenth Summer Break	June 19 June 18-30	June 19 June 18- 30	June 19
 Vacation Days		5 Days	10 Days

Notes (Please consult the staff handbook for additional guidance on time off):

1. School breaks and holidays are subject to change.
2. **School instructional staff:** Teachers, Education Specialists, Intervention Teachers, Elementary Counselors, Behaviorist
3. **School Admin staff:** Principal, Business Manager, Instructional Coach, Dean of Culture, Student Services Manager, School Site Technician, ELD Coordinator, Parent Liaison, Network Technology Manager

**Voices West Contra Costa
2024-25 Non-Exempt Employee Days Off¹**

Month/Holiday ²	School Assistant Food Service Assistant	ATs Behavior Support Technician	Office Clerk, Business Clerk Family Recruiter	Custodian
July – August 2024 Independence Day Summer Break	July 1-Aug 16	July 1-Aug 9	July 1-July 19	July 1-July 19
September Labor Day Facilitated Planning Day	September 2 September 9	September 2	September 2	September 2
October Facilitated Planning Day	October 7	/	/	/
November Facilitated Planning Day Veteran’s Day Thanksgiving	November 1 November 11 November 25-29	November 11 November 25-29	November 11 November 25-29	November 11 November 25-29
December Winter Break New Year’s Day	December 19-31	December 19-31	December 19-31	December 19-31
January New Years Day Facilitated Planning Day MLK Day	January 1-3 January 6 January 20	January 1-3 January 20	January 1-3 January 20	January 1-3 January 20
February Presidents Day (February Break) Facilitated Planning Day	February 17 February 18-21 February 24	February 17 February 18-21	February 17 February 18-21	February 17 February 18-21
April Spring Break	April 7-11	April 7-11	April 7-11	April 7-11
May Facilitated Planning Day Memorial Day	May 5 May 26	May 26	May 26	May 26
June 2025 Juneteenth Summer Break	June 19 June 16-30	June 19 June 16-30	June 19 June 18-30	June 19 June 18-30

Notes (Please consult the staff handbook for additional guidance on time off):

1. School breaks and day off dates are subject to change.
2. Paid holidays for full-time employees only. Consult the staff handbook for compensated holidays.
3. Substitute Teachers are on call

Employee Month Type

10 Month Employee	11 Month Employee	12 Month Employee
Associate Teacher (including SpEd)	Dual Immersion Teacher (Year 1)	Team Z Roles
School Assistant	Custodian	Dean of Culture
Food Services Assistant	Education Specialist (Year 1)	Teacher (Year 2 & beyond)
Substitute Teacher	Elementary Counselor (Year 1)	Parent Organizers
Behavior Support Technician	Office Clerk	Principal
Long-Term Substitute Teacher	Business Clerk	Instructional Coach
	Behaviorist	Intervention Teacher
		Student Services Manager
		Business Manager
		School Site Technician
		Elementary Counselor (Year 2 & beyond)
		Education Specialist (Year 2 & beyond)
		Development & Communication Specialist
		Senior Manager of School Culture
		Family Recruiters

* Behavior Technician may work 11 months if approved to support IEP students attending summer school