

Name _____

Address _____

Phone _____

☐ New Address or Phone

Monthly Vacation/Meeting Report

Central California Conference

Education Department

***All 12-month employees must submit this form to the Office of Education every month**

Month _____ Year _____

***Code 1-6 1 Office Duties 2 Holiday 3 Vacation 4 Sick 5 Conference Meeting 6 Other (specify)**

	D A T E	* C O D E	Activity	Explanation
Nine yearly holidays not subtracted from vacation days:	1			
	2			
	3			
	4			
1. New Year's Day	5			
	6			
2. Martin Luther King Jr. Day	7			
	8			
3. Presidents' Day	9			
	10			
4. Cesar Chavez' Day	11			
	12			
5. Memorial Day	13			
	14			
6. 4th of July	15			
	16			
7. Labor Day	17			
	18			
8. Thanksgiving Day	19			
	20			
9. Christmas Day	21			
	22			
	23			
	24			
	25			
	26			
	27			
	28			
	29			
	30			
	31			

*Note: When 12-month education employees take Christmas break as a vacation, it shall be counted as one week of the total annual earned vacation even though there are more than five school days in the break.