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)

Nine yearly holidays not subtracted from vacation days:

1. New Year's Day
2. Martin Luther King Jr. Day
3. Presidents' Day
4. Cesar Chavez' Day
5. Memorial Day
6. 4th of July
7. Labor Day
8. Thanksgiving Day
9. Christmas Day

DATE	*CODE	Activity	Explanation
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*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.