

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			
	5			
	6			
	7			
	8			
	9			
1. New Year's Day	10			
	11			
2. Martin Luther King Jr. Day	12			
	13			
3. Presidents' Day	14			
	15			
4. Cesar Chavez' Day	16			
	17			
5. Memorial Day	18			
	19			
6. 4th of July	20			
	21			
7. Labor Day	22			
	23			
8. Thanksgiving Day	24			
	25			
9. Christmas Day	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.