

Name _____

Address _____

Phone _____

New Address or Phone

Monthly Vacation/Meeting Report

Central California Conference

Education Department

***All 12-month K-12 employees must submit this form to the Office of Education each 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
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. Veterans Day	19			
	20			
9. Thanksgiving Day/Friday	21			
	22			
10. Christmas Day	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.