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**[4j\_priority\_mail] Employee Work Year Calendars for 2023/2024**

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**From :** Human Resources <hr@4j.lane.edu>

Mon, May 22, 2023 06:45 AM

**Sender :** 4j\_priority\_mail <4j\_priority\_mail-bounces@4j.lane.edu> 3 attachments**Subject :** [4j\_priority\_mail] Employee Work Year Calendars for 2023/2024**To :** 4j priority mail <4j\_priority\_mail@4j.lane.edu>**Reply To :** Human Resources <hr@4j.lane.edu>

Greetings,

Employee work year calendars for the 2023/2024 school year are attached and are also available online at: <https://www.4j.lane.edu/hr/workyearcalendars/>

**CLASSIFIED REPORTING DATES**

12 month: Monday, July 3

11 month: Wednesday, July 26

10 month: Monday, August 14

196 days: Thursday, August 24

192 days: Wednesday, August 30

Student attendance days: Wednesday, Sept. 6

**LICENSED REPORTING DATES**

School Psychologists, Nurses and Special Education Consultants: Tuesday, August 22

Teachers and all other licensed employees: Friday, August 25

**ADMINISTRATOR, MANAGER, PROFESSIONAL & SUPERVISOR REPORTING DATES**

12 month: Monday, July 3

11 month: Wednesday, July 26

Questions can be directed to hr@4j.lane.edu or Human Resources at 541-790-7670.

Thank you.

Eugene School District 4J  
Human Resources  
(541) 790-7670

# 2023/2024 Classified Calendar \*

\* Please be aware that the calendar and the last day of school may change.  
 When schools are closed for reasons such as hazardous weather (inclement weather, poor air quality, etc.),  
 makeup days may be scheduled during the school year,  
 such as on Presidents Day or added to the end of the school year.

Work Schedule	Work Year	Total Days (includes paid holidays)	Paid Holidays	Month of first check #	Month of last check #
12 months	July 3 - June 28	260	11	July	June
11 months	July 26 - June 26	226	9	July	June
10 months	Aug. 14 - June 26	213	9	August	July
196 days	Aug. 24 - June 13	196	8	August	July
192 days	Aug. 30 - June 13	192	8	August	July
Student Attendance Days (aka student contact days)	Sept. 4 - June 13 <i>Sept. 4 = paid holiday</i> <b>Sept. 6 = report date</b>	Elem = 177 MS = 178 HS = 178	8	September	June

# Month of the first and last check can vary, depending on the start and end date of a position.

School Breaks and Paid Holidays	12 mo	11 mo	10 mo	196 days	192 days	Student Attendance Days **
July 4 - Independence Day	H	OFF	OFF	OFF	OFF	OFF
September 4 - Labor Day	H	H	H	H	H	H
November 10 - Veterans Day ( <i>observed</i> )	H	H	H	H	H	H
November 23/24 Thanksgiving Day Day after Thanksgiving	H H	H H	H H	H H	H H	H H
Dec. 18 through 29 - Winter Break	WORK	OFF	OFF	OFF	OFF	OFF
December 24/25 Christmas Eve ( <i>Sun. 12/24, observed Tues. 12/26</i> ) Christmas Day	H H	OFF H	OFF H	OFF H	OFF H	OFF H
January 1 - New Year's Day	H	H	H	H	H	H
January 15 - Martin Luther King Jr. Day	H	H	H	H	H	H
February 19 - Presidents' Day	OFF	OFF	OFF	OFF	OFF	OFF
March 25 through 29 - Spring Break	WORK	OFF	OFF	OFF	OFF	OFF
May 27 - Memorial Day	H	H	H	H	H	H
June 19 - Juneteenth	H	H	H	OFF	OFF	OFF

**\*\* Student Attendance Day work schedule note:** There are additional non-school, non-work days for Student Attendance Day staff that are not listed, including days dedicated to Professional Development/Planning, Progress Reports and Parent/Teacher Conferences, etc. Those days can be found on the elementary school and middle & high school Academic Calendar Date Lists online at:

[www.4j.lane.edu/calendars/](http://www.4j.lane.edu/calendars/)

**H = Paid holiday, OFF = Unpaid, non-work day, WORK = Regular contract/working day**

# 2023/2024 Licensed Calendar \*

\* Please be aware that the calendar and the last day of school may change.  
 When schools are closed for reasons such as hazardous weather (inclement weather, poor air quality, etc.),  
 makeup days may be scheduled during the school year,  
 such as on Presidents Day or added to the end of the school year.

Work Schedule	Work Year	Total Days (includes paid holidays)	Paid Holidays	Month of first check #	Month of last check #
Licensed 194 **  ** School Psychologists, Nurses and Special Education Consultants <u>only</u>	<b>Report date: Tuesday, Aug. 22 ♦</b>  Regular work year: August 24 - June 14	194	5	August	July
Licensed 191	<b>Report date: Friday, Aug. 25 ♦</b>  Regular work year: August 29 - June 14	191	5	August	July

# Month of the first and last check can vary, depending on the start and end date of a position

♦ Reporting date reflects two (2) additional days added to the base contract days  
 (194 and 191, respectively) for the 2023/2024 school year as outlined:

Licensed 194: August 22 & 23 (PD days)  
 Licensed 191: August 25 & 28 (PD days)

School Breaks and Paid Holidays	All Licensed
July 4 - Independence Day	OFF
September 4 - Labor Day	H
November 10 - Veterans Day ( <i>observed</i> )	H
November 23/24 Thanksgiving Day Day after Thanksgiving	H OFF
Dec. 18 through 29 - Winter Break	OFF
December 24/25 Christmas Eve ( <i>Sun., 12/24, observed Tues., Dec. 26</i> ) Christmas Day	OFF OFF
January 1 - New Year's Day	OFF
January 15 - Martin Luther King Jr. Day	H
February 19 - Presidents' Day	OFF
March 25 through 29 - Spring Break	OFF
May 27 - Memorial Day	H
June 19 - Juneteenth	OFF

**H = Paid holiday, OFF = Unpaid, non-work day**

## 2023/2024 Administrators, Managers, Professionals & Supervisors Calendar \*

\* Please be aware that the calendar and the last day of school may change.  
When schools are closed for reasons such as hazardous weather (inclement weather, poor air quality, etc.),  
makeup days may be scheduled during the school year,  
such as on Presidents Day or added to the end of the school year.

Work Schedule	Work Year	Total Days (includes paid holidays)	Paid Holidays	Month of first check #	Month of last check #
12 months **	July 3 - June 28	260	11	July	June
11 months	July 26 - June 28	225	6	July	June

# Month of the first and last check can vary, depending on the start and end date of a position.

\*\* 12 months includes Superintendent, Assistant Superintendents, Chief Officers, Directors and Associate Directors

School Breaks and Paid Holidays	12 months	11 months
July 4 - Independence Day	H	OFF
September 4 - Labor Day	H	H
November 10 - Veterans Day ( <i>observed</i> )	H	H
November 23/24 Thanksgiving Day Day after Thanksgiving	H H	H OFF
Dec. 18 through 29 - Winter Break	WORK	OFF
December 24/25 Christmas Eve ( <i>Sun. 12/24, observed Tues. 12/26</i> ) Christmas Day	H H	OFF OFF
January 1 - New Year's Day	H	OFF
January 15 - Martin Luther King Jr. Day	H	H
February 19 - Presidents' Day	OFF	OFF
March 25 through 29 - Spring Break	WORK	OFF
May 27 - Memorial Day	H	H
June 19 - Juneteenth	H	H

**H = Paid holiday, OFF = Unpaid, non-work day, WORK = Regular contract/working day**