

FULLERTON JOINT UNION HIGH SCHOOL DISTRICT

**229 DAY ADMINISTRATIVE DUTY DAY CALENDAR  
2025/26 School Year**

<u>Months</u>	<u>Total Days Available to Work</u>	<u>Non-Duty Days (Day of the month shown below)</u>	<u>Mandatory Time Off (MTO) as assigned</u>
July, 2025	22	4	
August	21	--	
September	21	1	
October	23	--	
November	17	11,27,28	
December	19	24,25,26,31	
January, 2026	20	1,19	
February	18	9,16	
March	22	--	
April	21	3	
May	20	25	
June	21	19	
<b>Total</b>	245	16	16
	<b>-16 (MTO) Days as assigned</b>		
	<b>229 Total Duty Days</b>		

Note: 229 Day Administrators work a 12 month, 245 day calendar. Within those 245 days, each 229 Day Administrator is entitled to 19 days of vacation. The request for vacation days shall be in writing prior to the use of the vacation days and be approved by the Superintendent or designee. Vacation days are to be used during the year the days are earned. In addition to vacation days, each 229 Day Administrator is required to take 16 days as Mandatory Time Off (MTO) which will be assigned by the direct supervisor. The above calendar excludes Saturdays and Sundays.

Holidays

- 4th of July holiday will be observed on Friday, July 4, 2025
- Labor Day holiday will be observed on Monday, September 1, 2025
- Veterans Day holiday will be observed on Tuesday, November 11, 2025
- Thanksgiving holiday will be observed on Thursday and Friday, November 27 & 28, 2025
- Christmas Eve and Christmas Day holiday will be observed on Wednesday & Thursday, December 24 & 25, 2025
- Admission Day holiday will be observed on Friday, December 26, 2025
- New Year's Eve holiday will be observed on Wednesday, December 31, 2025
- New Year's Day holiday will be observed on Thursday, January 1, 2026
- Martin Luther King Day holiday will be observed on Monday, January 19, 2026
- Lincoln's Birthday holiday will be observed on Monday, February 9, 2026
- Presidents' Day holiday will be observed on Monday, February 16, 2026
- Spring Friday holiday will be observed on Friday, April 3, 2026 but may be used as a floating holiday on a different day, with prior supervisor approval. Please note this day may not be carried over to the 2025/26 school year.
- Memorial Day holiday will be observed on Monday, May 25, 2026
- Juneteenth holiday will be observed on Friday, June 19, 2026