

REVISED  Date \_\_\_\_\_  
 \*Refer to instruction #6 before revising

## 2015-2016 WORK YEAR PLANNING CALENDAR

- New Employee
- Classified CSEA
- Certificated SACP
- Management

Employee: \_\_\_\_\_ Title: \_\_\_\_\_ Employee ID # \_\_\_\_\_

# of Scheduled Work Days: \_\_\_\_\_ Hours / Day: \_\_\_\_\_ Site: \_\_\_\_\_ Rte #: \_\_\_\_\_ YR Round Site:   Track \_\_\_\_\_  
Specify Color

	M	T	W	TH	F		M	T	W	TH	F
<b>July 2015</b>			1	2	3	<b>January 2016</b>					1
	6	7	8	9	10		4	5	6	7	8
# of Days	13	14	15	16	17	# of Days	11	12	13	14	15
	20	21	22	23	24		18	19	20	21	22
	27	28	29	30	31		25	26	27	28	29
<b>August</b>	3	4	5	6	7	<b>February</b>	1	2	3	4	5
	10	11	12	13	14		8	9	10	11	12
# of Days	17	18	19	20	21	# of Days	15	16	17	18	19
	24	25	26	27	28		22	23	24	25	26
	31						29				
<b>September</b>		1	2	3	4	<b>March</b>		1	2	3	4
		8	9	10	11		7	8	9	10	11
# of Days	7					# of Days	14	15	16	17	18
	14	15	16	17	18		21	22	23	24	25
	21	22	23	24	25		28	29	30	31	
	28	29	30								
<b>October</b>				1	2	<b>April</b>					1
	5	6	7	8	9		4	5	6	7	8
# of Days	12	13	14	15	16	# of Days	11	12	13	14	15
	19	20	21	22	23		18	19	20	21	22
	26	27	28	29	30		25	26	27	28	29
<b>November</b>	2	3	4	5	6	<b>May</b>	2	3	4	5	6
	9	10	11	12	13		9	10	11	12	13
# of Days	16	17	18	19	20	# of Days	16	17	18	19	20
	23	24	25	26	27		23	24	25	26	27
	30						30	31			
<b>December</b>		1	2	3	4	<b>June</b>			1	2	3
	7	8	9	10	11		6	7	8	9	10
# of Days	14	15	16	17	18	# of Days	13	14	15	16	17
	21	22	23	24	25		20	21	22	23	24
	28	29	30	31			27	28	29	30	

INSTRUCTIONS FOR COMPLETION OF THE WORK YEAR PLANNING CALENDAR ARE LOCATED ON THE BACK OF THE EMPLOYEE'S COPY.

  Legal Holiday (If your assigned site/school district requires you to work on a marked holiday, indicate by marking W.)

  Local Holiday

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~~Line out~~ all days you WILL NOT report to work, i.e., Off track period.

Mark the first and last day of your work year with an X.

Submitted by: \_\_\_\_\_  
Employee                      Date

Approved: \_\_\_\_\_  
Supervisor                      Date

**WHITE:** Payroll      **YELLOW:** Human Resources      **Only return** white & yellow copies to Human Resources.  
**PINK:** Supervisor    **GOLD:** Employee                      **Keep** pink & gold copies.

4.13.15 Additional copies are available online: <https://www.stancoe.org/empserv/e-intranet/dept-forms/index.cshml>

## WORK YEAR PLANNING CALENDAR INSTRUCTIONS FOR COMPLETION

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**WORK YEAR PLANNING CALENDARS are to be completed by employees in all classifications that work less than 261 days per year.**

Work Year Planning Calendars are required for:

- ◆ Management staff working less than 261 days.
- ◆ Certificated SACP employees assigned to district sites and/or those working less than 100% FTE.
- ◆ All classified CSEA employees working less than 261 days and not assigned to a standard work year calendar.

**WORK YEAR CALENDARS must be completed for several reasons:**

- ◆ To correctly process an employee's pay and retirement.
- ◆ Used to insure accurate absence reporting.
- ◆ Used by income protection providers to process disability claims.

**IMPORTANT: IF YOUR CONTRACT YEAR BEGINS IN JULY, YOU MUST WORK AT LEAST 10 DAYS IN JULY AND 10 DAYS IN AUGUST TO BE PAID FOR THAT MONTH. IF YOUR CONTRACT YEAR BEGINS IN AUGUST, YOU MUST WORK AT LEAST 10 DAYS IN AUGUST TO BE PAID FOR THAT MONTH**

1. Employees should check the appropriate box in the upper right-hand corner.
2. Individual calendar to be filled in by employee and approved by supervisor.
3. **HOLIDAYS:** All SCOE paid holidays are marked. If your assigned site/school district requires you to work on a SCOE marked holiday, indicate by marking W (for work) on the holiday. Then circle the date that is recognized as a holiday by that site/school district.
4. ~~Line out~~ all days you are not scheduled to work. The total # of days to be worked each month is entered in the blank space to the left of the month. Please be sure that the total days are equal to the number of scheduled workdays for your assignment. **Mark** the first and last day of your work year with an **X**.
5. **SICK DAYS:** If you are sick on a scheduled workday, an absence report form must be completed, signed and submitted to your immediate supervisor.
6. **REVISIONS:** If it is necessary to change a scheduled workday or revise the calendar you have submitted, please prepare a NEW calendar and note the revision date in the upper left hand box of the form. The NEW calendar must be submitted to your supervisor and then forwarded to the H.R. Division Director. **(1) Revisions are to be made in advance of the requested change and are not intended to change prior workdays. (2) Revisions may be made for work related reasons only. (3) Work Year Planning Calendars SHALL not be changed to schedule a sick leave day or any other type of paid leave day as a NON-WORK DAY.**
7. **DUE DATE:** Calendars are required and due to Human Resources by May 1<sup>st</sup>. Calendars for new employees are due before they begin work.

If you have questions regarding the completion of your calendar, please contact your supervisor. Thank you for your cooperation.