

*Refer to instruction #6 before revising

2016-2017 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
July 2016					1	January 2017	2	3	4	5	6
# of Days	4	5	6	7	8	# of Days	9	10	11	12	13
	11	12	13	14	15		16	17	18	19	20
	18	19	20	21	22		23	24	25	26	27
	25	26	27	28	29		30	31			
August	1	2	3	4	5	February			1	2	3
# of Days	8	9	10	11	12	# of Days	6	7	8	9	10
	15	16	17	18	19		13	14	15	16	17
	22	23	24	25	26		20	21	22	23	24
	29	30	31				27	28			
September						March			1	2	3
# of Days	5	6	7	8	9	# of Days	6	7	8	9	10
	12	13	14	15	16		13	14	15	16	17
	19	20	21	22	23		20	21	22	23	24
	26	27	28	29	30		27	28	29	30	31
October	3	4	5	6	7	April	3	4	5	6	7
# of Days	10	11	12	13	14	# of Days	10	11	12	13	14
	17	18	19	20	21		17	18	19	20	21
	24	25	26	27	28		24	25	26	27	28
	31										
November		1	2	3	4	May	1	2	3	4	5
# of Days	7	8	9	10	11	# of Days	8	9	10	11	12
	14	15	16	17	18		15	16	17	18	19
	21	22	23	24	25		22	23	24	25	26
	28	29	30				29	30	31		
December				1	2	June				1	2
# of Days	5	6	7	8	9	# of Days	5	6	7	8	9
	12	13	14	15	16		12	13	14	15	16
	19	20	21	22	23		19	20	21	22	23
	26	27	28	29	30		26	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

~~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

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

WHITE: Payroll
PINK: Supervisor

YELLOW: Human Resources
GOLD: Employee

Only return white & yellow copies to Human Resources.
Keep pink & gold copies.

WORK YEAR PLANNING CALENDAR INSTRUCTIONS FOR COMPLETION

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 1st. 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.