

**FREMONT UNION HIGH SCHOOL DISTRICT
MANAGEMENT WORK CALENDAR INSTRUCTIONS**

Please follow the directions below and send a copy of your completed, **supervisor-approved/signed**, calendar to **Christine Glenny by Friday, June 8th**

Management Work Year

- 220 days for Principals
- 210 days for Program Administrators and Program Specialists
- 200 days for Deans
- 216 days for Assistant and Associate Superintendents
- 216 days for all other Certificated Management
- 246 days for all Classified Management

2018-2019 Work Year Calendar

On the attached 2018-2019 calendar we have entered a "W" under all 245 possible work days. District holidays are highlighted and marked with an "H."

1. Certificated Management Work Calendars:

- a. To complete your calendar on your computer, **enter your name and site at the top of the calendar**, then change the appropriate number of "W" entries to "N" (non-duty days) so your annual work year total is correct for your position. Your monthly and annual totals will be calculated automatically.

2. Classified Management Work Calendars:

- a. To complete your calendar on your computer, **enter your name and site at the top of the calendar**, and change the "W" to a "V" for each of the 30 days you want to take as vacation. Your monthly and annual totals will be calculated automatically.
- b. Check to be sure you have a final total of 30 vacation days.

Work Year Guidelines

1. The ideal time for all managers to schedule vacation or non-duty days is when the schools are closed. The month of July, and the December/January, February and April vacation breaks are excellent times to schedule time off.
2. Work days may not be scheduled on district holidays.
3. Assistant principals and Deans should not schedule work days in July unless there are special circumstances.
4. ACE administrators should see Peggy Raun-Linde for guidelines.

Procedures for finalizing your work year calendar:

1. Print out a copy and submit it to your supervisor **for their signature**.
2. Enter your calendar for the 2018-2019 school year into Aesop.
3. Save a copy for your records.
4. Send a copy, **signed by both you and your supervisor**, of your approved calendar by **Friday, June 8th to Christine Glenny**.

Procedures for changing your work calendar:

1. Submit your revised calendar to your supervisor for approval.
2. Send a signed copy of your newly approved calendar to **Christine Glenny**.