

Print Name

Signature

Supervisor's Signature

Date

2021-2022 MANAGEMENT WORK CALENDAR

JULY

M	T	W	TH	F
			1	2
5 H	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

No. of days off _____ / 21

AUGUST

M	T	W	TH	F
2	3	4	5	6
9 PD	10 IS	11 ★	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

No. of days off _____ / 22

SEPTEMBER

M	T	W	TH	F
		1	2	3
6 H	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

No. of days off _____ / 21

OCTOBER

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

No. of days off _____ / 21

NOVEMBER

M	T	W	TH	F
1 PD	2	3	4	5
8	9	10	11 H	12
15	16	17	18	19
22	23	24 N	25 H	26 H
29	30			

No. of days off _____ / 19

DECEMBER

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23 H	24 H
27	28	29	30 H	31 H

No. of days off _____ / 18

JANUARY

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17 H	18 IS	19	20	21
24	25	26	27	28
31				

No. of days off _____ / 20

FEBRUARY

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18 PD
21 H	22 H	23	24	25
28				

No. of days off _____ / 18

MARCH

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

No. of days off _____ / 23

APRIL

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15 PD
18 H	19	20	21	22
25	26	27	28	29

No. of days off _____ / 20

MAY

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30 H	31			

No. of days off _____ / 21

JUNE

M	T	W	TH	F
		1	2	3
6	7	8	9	10 ★
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

No. of days off _____ / 22

Days Off Duty	Work Year	Position:
26	220	Fiscal Manager
26	220	Manager of Operations
26	220	Network Engineer
26	220	Program Administrator
26	220	CNS Manager
30	216	Assistant Superintendent
31	215	Chief Operations Officer
31	215	Director
31	215	Program Director
36	210	Principal, Elementary
36	210	Principal, Intermediate
36	210	Principal, Small Schools
41	205	Assistant Principal
41	205	Coordinator
41	205	Project Administrator

_____ Carryover approved
_____ Days off Duty

246 Work Year
★ First and Last Day of School

H = Holiday; N = Non Work Day
PD = Non Student Day
*Professional Development
IS = Non Student Day
*In-Service Day

PLEASE INDICATE DAYS OFF DUTY WITH A RED X
(Holidays and 'N' days are not counted in days off duty.)

FOR HR USE ONLY
Reviewed by: _____