

Print Name

Signature

Supervisor's Signature

Date

2022-2023

MANAGEMENT WORK CALENDAR

Days to
select
Off Duty

Work

Year Position:

JULY

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

AUGUST

| M | T | W | TH | F |
|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| | PD | IS | ★ | |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |

SEPTEMBER

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

No. of days off _____ / 20

No. of days off _____ / 23

No. of days off _____ / 21

| | | |
|----|-----|--------------------------|
| 25 | 220 | Fiscal Manager |
| 25 | 220 | Manager of Operations |
| 25 | 220 | Network Engineer |
| 25 | 220 | Program Administrator |
| 25 | 220 | CNS Manager |
| 29 | 216 | Assistant Superintendent |

OCTOBER

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

NOVEMBER

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

DECEMBER

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

No. of days off _____ / 21

No. of days off _____ / 18

No. of days off _____ / 20

| | | |
|----|-----|--------------------------|
| 30 | 215 | Chief Operations Officer |
| 30 | 215 | Director |
| 30 | 215 | Program Director |
| 35 | 210 | Principal, Elementary |
| 35 | 210 | Principal, Intermediate |
| 35 | 210 | Principal, Small Schools |

JANUARY

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

FEBRUARY

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

MARCH

| 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 | 31 |

No. of days off _____ / 19

No. of days off _____ / 18

No. of days off _____ / 23

_____ Carryover approved
 _____ Days off Duty

APRIL

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

MAY

| M | T | W | TH | F |
|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |
| H | | | | |

JUNE

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

No. of days off _____ / 19

No. of days off _____ / 22

No. of days off _____ / 21

245 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.)

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 Reviewed by: