

Print Name

Signature

Supervisor's Signature

Date

2023-2024 MANAGEMENT WORK CALENDAR

JULY					AUGUST					SEPTEMBER					Days to select Off	Work Year	Position:
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F			
3	4 H	5	6	7		1	2	3	4					1	25	220	Fiscal Manager
10	11	12	13	14	7	8	9 ★	10	11	4	5	6	7	8	25	220	Manager of Operations
17	18	19	20	21	14	15	16	17	18	11	12	13	14	15	25	220	Network Engineer
24	25	26	27	28	21	22	23	24	25	18	19	20	21	22	25	220	Program Administrator
31					28	29	30	31		25	26	27	28	29	25	220	CNS Manager
No. of days off _____ / 20					No. of days off _____ / 23					No. of days off _____ / 20					30	216	Assistant Superintendent
OCTOBER					NOVEMBER					DECEMBER							
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F			
2	3	4	5	6			1 PD	2	3					1	30	216	Superintendent
9	10	11	12	13	6	7	8	9	10 H	4	5	6	7	8	30	215	Chief Operations Officer
16	17	18	19	20	13	14	15	16	17	11	12	13	14	15	30	215	Director
23	24	25	26	27	20	21	22	23 H	24 H	18	19	20	21	22	30	215	Program Director
30	31				27	28	29	30		25	26 H	27 H	28	29	35	210	Principal, Elementary
No. of days off _____ / 22					No. of days off _____ / 19					No. of days off _____ / 19					35	210	Principal, Intermediate
JANUARY					FEBRUARY					MARCH							
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F			
1 H	2 H	3	4	5				1	2					1	40	205	Assistant Principal
8	9	10	11	12	5	6	7	8	9	4	5	6	7	8	40	205	Coordinator
15	16 H	17 IS	18	19	12	13	14	15	16 PD	11	12	13	14	15	40	205	Project Administrator
22	23	24	25	26	19	20 H	21 H	22	23	18	19	20	21	22			
29	30	31			26	27	28	29		25	26	27	28	29 PD			
No. of days off _____ / 20					No. of days off _____ / 19					No. of days off _____ / 21							
APRIL					MAY					JUNE							
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F			
1 H	2	3	4	5			1	2	3	3	4	5	6	7 ★			
8	9	10	11	12	6	7	8	9	10	10	11	12	13	14			
15	16	17	18	19	13	14	15	16	17	17	18	19	20	21			
22	23	24	25	26	20	21	22	23	24	24	25	26 H	27	28			
29	30				27	28 H	29	30	31								
No. of days off _____ / 21					No. of days off _____ / 22					No. of days off _____ / 19							

_____ Carryover approved
 _____ Days off Duty
 _____ / 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.)

FOR HR USE ONLY

Reviewed by: