San Bernardino County Superintendent of Schools
Policy 4312.1

PROCEDURE - WORK YEAR MANAGEMENT

1. Management employees working less than 227 days per year shall work a set calendar that specifies which days are to be workdays, non-workdays, and holidays. Their supervisor may require them to submit a calendar for planning purposes.

2. Employees working Saturday, Sunday, and/or holidays at any regular intervals will have these days reflected in their regular work year calendar.

3. Managers who work on said days but do not have them reflected in their calendar shall make adjustments to their regular work year calendar to exchange a day for a day within the subsequent two (2) weeks to ensure workdays do not exceed the regular work year calendar.

4. On an as needed basis, managers who work less than 227 days may receive prior approval from their supervisor to work additional days up to 227 days. Supervisors shall request additional workdays in advance. Supervisors shall submit an "Authorization to Work Additional Days" form for management. Additional days will be offered in half-day or full-day increments. The form shall be circulated electronically via the Laserfiche platform. After the Internal Business Department verifies there are sufficient funds to fund the extra days worked, the Human Resources Office will forward the request to the County Superintendent of Schools for final approval during the regularly scheduled Executive Cabinet Meeting.

Approved: October 23, 2013
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