

Print Name

Signature

Supervisor's Signature

Date

# 2025-2026 MANAGEMENT WORK CALENDAR

JULY					AUGUST					SEPTEMBER					Days Off	Work Year	Position:
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	26	220	Fiscal Manager
	1	2	3	4 H					1	1	2	3	4	5	26	220	Manager of Operations
7	8	9	10	11	4	5	6	7	8	8	9	10	11	12	26	220	Manager Info Svcs
14	15	16	17	18	11 ★	12	13	14	15	15	16	17	18	19	26	220	Program Dir. Classified
21	22	23	24	25	18	19	20	21	22	22	23	24	25	26	26	220	CNS Manager
28	29	30	31		25	26	27	28	29	29	30				26	220	Project Mgr
No. of days off _____ / 22					No. of days off _____ / 21					No. of days off _____ / 21							
OCTOBER					NOVEMBER					DECEMBER							
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	30	216	Assistant Superintendent
		1	2	3						1	2	3	4	5	30	216	Superintendent
6	7	8	9	10	3	4	5	6	7	8	9	10	11	12	31	215	Chief Operations Officer
13	14	15	16	17	10	11	12	13	14	15	16	17	18	19	31	215	Director
20	21	22	23	24	17	18	19	20	21	22	23	24	25	26	36	210	Principal, Elementary
27	28	29	30	31	24	25	26	27	28	29	30	31			36	210	Principal, Intermediate
No. of days off _____ / 23					No. of days off _____ / 17					No. of days off _____ / 20							
JANUARY					FEBRUARY					MARCH							
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	41	205	Assistant Principal
			1	2	2	3	4	5	6	2	3	4	5	6	41	205	Coordinator
5	6	7	8	9	9	10	11	12	13	9	10	11	12	13	41	205	Project Administrator
12	13	14	15	16	16	17	18	19	20	16	17	18	19	20			
19	20	21	22	23	23	24	25	26	27	23	24	25	26	27			
26	27	28	29	30						30	31						
No. of days off _____ / 20					No. of days off _____ / 18					No. of days off _____ / 22							
APRIL					MAY					JUNE							
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F			
		1	2	3					1	1	2	3	4	5			
6	7	8	9	10	4	5	6	7	8	8	9	10	11	12			
13	14	15	16	17	11	12	13	14	15	15	16	17	18	19			
20	21	22	23	24	18	19	20	21	22	22	23	24	25	26			
27	28	29	30		25	26	27	28	29	29	30						
No. of days off _____ / 21					No. of days off _____ / 20					No. of days off _____ / 21							

\_\_\_\_\_ 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: \_\_\_\_\_