

Area: Human Resources

Subject: HR18 - Work Year Calendar

Reference: 1304.51 (g)

Policy: Staff working less than 261 days will complete a work year calendar.

Procedure:

1. Work year calendars are distributed annually by Human Resources in June and are due by June 30.
2. Management staff will receive work year calendars from Human Resources.
3. Management staff will have employees they supervise, who work less than 261 days, complete a calendar. Management staff will inform the employees of any days that they will be required to work based upon program needs.
4. Upon receipt of the calendar, the management staff person will either approve or disapprove the calendar.
5. If approved, management staff will sign the calendar and distribute the copies.
6. If disapproved, the management staff will meet with the employee to discuss work days.
7. If there is a need to revise work year calendars after the initial submission, a new calendar will be completed and submitted to Human Resources.

Supervised by: Management staff

Performed by: All employees working less than 261 days

Forms needed: Work Year Calendar

Frequency: Annually, As Needed