

Guidelines for Site Administered Calendars
(Certificated Staff)

1. Requests for site administered calendar must support the instructional program and be initiated by the site administrator.
2. The employee and site administrator will prepare a calendar showing the actual work schedule of the employee. A signed copy of the calendar must be submitted to the assigned Payroll Technician in the Payroll Department.
3. The site timekeeper will be responsible for recording all absences based on the employee's actual work schedule.
4. The hours assigned to the actual work schedule under a site administered calendar will be approximately equal (over the course of the work week) to the time that they would have been assigned under one of the published calendar options.

Example: If the employee is 60%, they would work 3 full days each week under one of the available calendar options. If the employee is assigned a site administered calendar, the number of on-site hours should be equivalent to 3 days times 6 hours, 35 minutes.

Chart for Calculating Contract Days by FTE

FTE	184 Day Contract	
1.0000	184	Days
.8500	156	Days
.8000	147	Days
.7000	129	Days
.6000	110	Days
.5000	92	Days
.4000	74	Days
.2000	37	Days