

## INSTRUCTIONS FOR COMPLETING A SITE ADMINISTERED CALENDAR

1. Mark an “X” on the calendar dates to indicate each work day. Total the number of days to be worked (across the calendar) and total each month (down the calendar) to show the total number of contract days for the year. If you are assigned to work the same percentage every day following one of the district’s standard calendars, simply check the area as indicated on the appropriate site administered calendar and submit the signed calendar to the Payroll Department.
  
2. The four Prep Days are determined each year by your site. Be sure to include the Prep Days that your site requires you to attend. These days are part of the total contract days to be worked for your site administered calendar.
  
3. The calendar must be signed by both you and your administrator prior to submitting it to the Payroll Department.
  
4. Completed calendars **must** be submitted to the Payroll Department, Room 1150, (Eugene Brucker Education Center) by the following dates:  
  
 Year-Round Calendars are due 7/1/07  
 Traditional Calendars are due 8/29/07
  
5. Site Administered calendars may not be modified after the fiscal year has begun unless the modification is specifically required by the Principal/Department Head in order to meet program needs. Personal accommodations for any other reason cannot be made.

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