



COMPLETED CALENDAR DUE FRIDAY, MAY 24, 2024.

**If you would like to complete the calendar without printing, open the calendar as a PDF. After opening the PDF, highlight the days you plan to work in green using the highlight tool. Use the text tool to add the requested information at the top and the totals in the appropriate columns on the far right. Use the draw tool to sign and submit via email to your supervisor.*

Please keep in mind the following when planning your calendar:

1. Meet with your principal/supervisor and determine your workdays for the 2024-2025 school year.
2. Select the appropriate calendar per the number of days required for your contracted position. The day count is located on the upper left area of the calendars.
3. Please indicate the days you plan to work in 2024-2025 by placing an X on the date.
4. Everyone is expected to work opening and closing day.
5. Paid leave (sick, personal, vacation) should be counted as days worked.
6. You receive paid holidays, which are shaded yellow. Holidays should be counted as days worked.
7. You have been hired for a specific number of days per your position as listed on the salary schedule. X's + holidays should total the number of days required for your contracted position.
8. All district offices are closed on pre-marked days and should not be included in your count. *240/260 day employees do receive off/shutdown days and should be included in count.
9. If you work on a snow day, with your supervisor's approval, you will need to be off from work another scheduled workday as a trade off for that day, because we do make up the snow days, usually at the end of the year.
10. Saturdays and Sundays may not be used as paid workdays without the prior approval of the Superintendent.
11. There is a box at the top of the calendar for you to print your number of days, hours, start/end times, name, position, and location for the school year. Reminder for non-exempt employees: If you are contracted for 7 hours, there should be 7.5 hours from start time to end time to allow for a 30 minute lunch. If your lunch break is an hour in length, your start time to end time should reflect a 1-hour lunch.
12. If changes are made during the year, please submit a revised calendar showing changes and retain a copy for your records. For example, if you plan to work and then take a paid leave day, you're not required to resubmit as this is already considered a day worked. If you plan to work, but don't, and do not take a paid leave day, you will need to submit an updated calendar.

Please complete and submit to your supervisor for approval signature and record retention. You are required to keep a copy for your records. This should be completed by **Friday, May 24, 2024.**

If you have any questions, please let HR know at shelbyhr@shelby.kyschools.us.