Certificated Employee Work Schedule (12 Month) Based on 174 Days (at 7.5 Hours) - Fiscal Year 2022-2023

REVISED

Full-Time

Part-Time Schedule (< 1.0 FTE)

Workload: Required Day(s)*:

NOTE: If working one semester, days worked should be half of the "Required Day(s)" listed above.

*If "Required Day(s)" are not automatically calculated after entering workload (FTE), download form and complete in Adobe Acrobat. Part-Time Employees: If "Required Day(s)" is not a whole number, complete "Partial day" box (below)

Name

(Last, First)

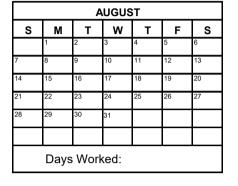
(FTE)

Campus

Empl ID

NOTE: Once a date has been selected it cannot be deselected. To make changes to the work days in a given month, select the "Reset" button.

	JULY					
S	м	т	w	т	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
	Days	s Worl	ked:			



	SEPTEMBER							
S	М	M T W T F S						
				1	2	3		
4	5	6	7	8	9	10		
11	12	13	14	15	16	17		
18	19	20	21	22	23	24		
25	26	27	28	29	30			
	Days	Worl	ked:	1	1	1		

	OCTOBER						
S	M T W T F S						
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						
	Days	s Worł	ked:				

	JANUARY						
S	M T W T F S						
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					
	Days Worked:						

	APRIL					
S	м	т	w	т	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
	Days	Work	ked:			

Total Days (7.5hrs) Worked:

NOVEMBER								
S	м	M T W T F S						
		1	2	3	4	5		
6	7	8	9	10	11	12		
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30					
Days Worked:								

	FEBRUARY								
S	М	M T W T F S							
			1	2	3	4			
5	6	7	8	9	10	11			
12	13	14	15	16	17	18			
19	20	21	22	23	24	25			
26	27	28							
Days Worked:									

	МАҮ						
S	M T W T F S						
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				
Days Worked:							

	DECEMBER								
S	м	M T W T F S							
				1	2	3			
4	5	6	7	8	9	10			
11	12	13	14	15	16	17			
18	19	20	21	22	23	24			
25	26	27	28	29	30	31			
	Days	Worl	ked:						

	MARCH						
S	М	т	w	т	F	S	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		
	1	1	1				
	Days	s Wor	ked:				

	JUNE							
s	MTWTFS							
				1	2	3		
4	5	6	7	8	9	10		
11	12	13	14	15	16	17		
18	19	20	21	22	23	24		
25	26	27	28	29	30			
	Day	s Wor	ked:	•		•		

; Hours worked

Partial day < 7.5hrs*:
*If applicable (part-time)

(Month/Day)

(.##) x (7.5hrs)

Signature:

Signature:

Employee

Supervisor

Date:

Date: