

Instructions and Interim Manager Work Calendar

Instructions for Completing the Faculty to Interim Manager Work Calendar

All faculty members are required to complete the work calendar on page 2 of the calendar. The work calendar is fillable and will calculate required days in addition to totaling the days worked for each month and the total days worked for the entire academic year are calculated at the bottom of the page.

Additional days, may be worked during July and June, at the daily faculty rate, on an Employment Service Agreement (ESA). Total days may not exceed 25 days in a fiscal year (13 days one semester and 12 days in another, total not to exceed 25 days).

Some browsers, such as Mozilla Firefox, are not compatible with fillable PDF forms. For that reason it is best to download the form to your hard-drive prior to completing your work calendar.

General Directions

At the top of the schedule, employees should input their information: Complete your Name, employee ID number, and Interim Manager Campus location.

Once the calendar is complete, the required days should match the total days at the bottom of the work calendar.

Once the calendar is complete, employees should sign and date the form and provide the calendar to their area manager for approval.

Upon review and approval, the area manager should sign and date the calendar and route to the appropriate administrative office at their campus/location. The administrative office will forward the signed/approved calendar(s) to Human Resources where they will be added to the employee's personnel file along with the Recommendation for Administrative Employment form P-673-0.

Please contact Human Resources at HR-Classified-Management@losrios.edu or call Sarah Templeton at 916-568-3107 for last names who end with A-L, or Brittany Martinez at 916-568-3179 for last names who end with M-Z, if there are any questions.



**Faculty working Interim Management Work Schedule
Based on 186 days, 8 hours per day
August through May, Fiscal Year 2026-2027**

Work Schedule should be downloaded prior to completion. See instructions on page 1. Click on [Management Year Work Calendar](#) for the current work calendar.

Name _____
(Last, First)

Employee ID: _____

Campus Location
of Interim Position: _____

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	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:						

AUGUST						
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:						

SEPTEMBER						
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			
Days Worked:						

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 Worked:						

NOVEMBER						
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					
Days Worked:						

DECEMBER						
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:						

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:						

FEBRUARY						
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
Days Worked:						

MARCH						
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	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:						

MAY						
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:						

JUNE						
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			
Days Worked:						

Employee Signature:

Supervisor's Signature:

Date:

Date: