

# DELANO UNION SCHOOL DISTRICT

Classified Employees Work Year 2022 - 2023

260 Days

Name: \_\_\_\_\_

Site/Department: \_\_\_\_\_

Position: \_\_\_\_\_

Assigned Hours: \_\_\_\_\_

Vacation hours for the 2022 - 2023 school year - \_\_\_\_\_ hours.

**CHANGES ARE NOT RECOMMENDED DUE TO ABSENCE TRACKING PROBLEMS. Any future changes must have the site supervisor's signature of approval.** If it is absolutely necessary to make a change, you must resubmit a new calendar and recalculate all columns including grand totals. Please keep the original and provide copies to the HR Department. This calendar specifically addresses your duty days and duty year for which you have been assigned for the 2022-2023 school year.

	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	Total Work Days	Total Paid Holidays	Total Vacation Days	Total Paid Days			
July				H																														1				
August																																						
September				H																															1			
October																																						
November										H														H	H										3			
December																						N	H			H					H				3			
January		H																																	2			
February													H																						2			
March																																						
April																																				2		
May																																				1		
June																																				1		
	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	Total Work Days	Total Paid Holidays	Total Vacation Days	Total Paid Days			
																																				16		260

*Leave blank the days you will be actually working. Holidays and weekends are blocked out.*

**N** - DISTRICT NON-WORK DAY

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

APPROVED 4/25/22