

DELANO UNION SCHOOL DISTRICT

**Classified Employees Work Year 2020 - 2021
260 Days**

Name: _____

Site/Department: _____

Position: _____

Assigned Hours: _____

Vacation hours for the 2020 - 2021 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 2020-2021 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		23
August																																	0		21
September							H																										1		22
October																																	0		22
November											H																H	H					3		21
December																							N	H	H					H		3		22	
January	H																	H														2		21	
February								H							H																	2		20	
March																																0		23	
April		H			H																											2		22	
May																														H		1		21	
June																																0		22	
	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
																																	15		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 3/2/20