

Business and Operations

EMPLOYEE WORK SCHEDULE

SR 3401.06

Purpose:To ensure each department will have proper office/department coverage at all times between 8:00 a.m. and 5:00 p.m.

Timeline:Work calendars are to be submitted at the beginning of each fiscal year.

PROCEDURE:

1. All certificated employees and full time classified employees shall submit their signed work calendar for the current year at the request of their supervisor or his/her designee. Classified employees include requested vacation days.

[Certificated Employee Work Schedule](#)

[Classified Employee Work Schedule](#)

[Management Employee Work Schedule](#)

2. Regular part time certificated and classified employees **must** submit their signed work calendar for the current year to their supervisor or his/her designee. Classified employees include requested vacation days.
3. All late start certificated and classified employees must submit their signed work calendar for the current year to their supervisor or his/her designee so that the annual days can be determined.
4. Supervisor to review, approve and send copy to Business Services (absence tracking) and Payroll.
5. Classified employees will submit in writing changes to approved vacation days to his/her supervisor thirty (30) days in advance. (*See Classified Employees Negotiated Agreement between the Mendocino County Office of Education and the Mendocino County Federation of School Employees", Article VII*) by completing a Time Off Request (TOR)

form.

6. Classified employees not required to submit a work schedule must request vacation days thirty (30) days in advance. (*See Classified Employees Negotiated Agreement between the Mendocino County Office of Education and the Mendocino County Federation of School Employees", Article VII*)
7. Classified employees requesting time off not on their approved schedule will complete a TOR form and submit to supervisor for approval in advance to taking the time off.

MENDOCINO COUNTY OFFICE OF EDUCATION

Date Adopted: 03/01/2003

Date Revised: 07/11/2003

