CAJON VALLEY UNION SCHOOL DISTRICT
July 2011 – June 2012
Work Schedule for Modified Work Week/Year – 158 (165) days
(*Classified Employee*)

WEDNESDAYS OFF

Name: _____ Social Security #: _____ Date: _____

Position Title: _____ Department/Site: _____ Employee's Work Year: 158 Days

Please Mark Days Employee Will Be Working Full Days with a " / "

	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	# of Days
JUL				H																												0
AUG																								N							N	
SEP					H		N							N							N						N					
OCT					N					F		N							N							N						
NOV		N							N		H					N					F	F	F	H	F			N				
DEC							N							N					V	V	V	V	N			H	H	H	H	H		
JAN		H	N	N	N	N					N					H		N							N							
FEB	N							N					H		N					H		N							N			
MCH							N							N							N						N					
APR		V	V	V	N	F			N	N	N	N	N					N							N							
MAY		N							N							N							N				H		N			
JUN						N						N	F																			
	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	# of Days

This schedule has been agreed upon by all participants. It reflects duty days for the designated work year.
Changes will be submitted to the supervisor.

Total # of Days: _____
(Includes "V" and "H")

Employee Signature: _____ Supervisor's Signature: _____

Key:

N	**Non-Duty Day**	**H**	**Legal/Local Holiday**	**V**	**Mandatory Vacation Day**	**F**	**Furlough Day**	**Note: If Daily Hours Vary →**			
								(DAILY HOURS)	**M**	**T**	**W**	**TH**	**F**

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