

CAJON VALLEY UNION SCHOOL DISTRICT
July 2011 – June 2012
Work Schedule for Modified Work Week/Year – 161 (168) days
(Classified Employee)

MONDAYS OFF
 Except June 11

Name: _____

Social Security #: _____

Date: _____

Position Title: _____

Department/Site: _____

Employee's Work Year: 161 Days

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

NOTE: "A" School XX hrs/4 days wk: Site

"B" School XX hrs/4 days wk: Site

	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										8
SEP					H	N						N								N							N					18
OCT			N							F							N							N								16
NOV	N						N				H			N							F	F	F	H	F				N			14
DEC					N							N							V	V	V	V	N				H	H	H	H	H	19
JAN		H	N	N	N	N			N							H	N						N								N	14
FEB						N							H	N							H	N						N				17
MCH					N							N								N							N					18
APR		V	V	V	N	F				N	N	N	N	N		N								N							N	11
MAY							N							N								N								H	N	19
JUN				N									F																			7

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

DISTRIBUTION: White, Yellow, Pink: Personnel

Goldenrod: Site Copy