

CAJON VALLEY UNION SCHOOL DISTRICT
July 2011 – June 2012
Work Schedule for Modified Work Week/Year – 231 (238) days
(Classified Employee)

Name: _____

Social Security #: _____

Date: _____

Position Title: _____

Department/Site: _____

Employee's Work Year: 231 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																														
AUG																																		
SEP					H																													
OCT											F																							
NOV											H											F	F	N	H	H								
DEC																						F	F	F	F			H	H	H	H	H		
JAN																																		
FEB																																		
MCH																																		
APR																																		
MAY																																		
JUN																																		
	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