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**AR 4302**  
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## **POSITIVE WORK CALENDAR**

### **Certificated Management and Classified Management**

Certificated management and classified management submit a positive work calendar at the start of each fiscal year reflecting the number of work days on their contract. These work days are to be identified on an Employee Data Calendar Form. Each year managers are expected to provide this work calendar to be authorized by their department head. The work calendar may be modified during the year with the prior approval of the appropriate department head. The work calendar will not contain holidays or vacation days of the employee.

### **Management of the Positive Work Calendar**

Managers will complete the positive work calendar in cooperation with their department head. The work calendar will reflect only the days worked. All other days will be considered to be non-work days.

Once the work calendar is completed by the manager, the following steps shall be followed:

1. The signed and dated Employee Data Calendar Form will be submitted to the department head.
2. The department head will review the calendar and work with the manager to make any necessary adjustments.
3. The department head will then submit the Employee Data Calendar Form to the cabinet member that leads their division.
4. The cabinet member will review the Employee Data Calendar Form and submit it to the Human Resources Department.
5. The Human Resources Department will then provide a copy to the Business Division.

Once the positive work calendar has completed this process, it will be considered the "approved" work calendar for the coming year.

When a manager is hired after July 1st of any year (considered to be a “late start”) the administrator will follow the same procedure outlined above, except that the number of workdays will be prorated based on the proportion of weeks remaining in the fiscal year.

Any change to the approved calendar must be placed on a new Employee Data Calendar Form. The new Employee Data Calendar Form shall reflect the date that the change is submitted to the department head. It must then go through the five steps listed above to complete the change process.