

Flex/Modified Calendar Tutorial

Please download and open calendar in Microsoft Excel. Google sheets will not calculate correctly.

1. Enter top section of each worksheet. Use drop down menu if applicable (Calendar, Type, etc.)

School Year: 2019-2020		Calendars are due to the Human Resource Department by Friday, May 3, 2019										Type: Original																				
Jane Smith Employee		Teaching and Learning School/Department										7/1/2019 Date																				
Teacher Specialist Position		0.60 FTE		8 Hours per Day		Calendar Sec 185		111.0 Adjusted days		<input type="checkbox"/> Hired after beginning of school year?																						
	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	Total							
	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	

2. If employee is starting after the beginning of a full contract, check the checkbox and enter the amount of days remaining for the contract year. Please contact Human Resources if you need to verify this number.

Calendars are due to the Human Resource Department by Friday, May 3, 2019										Type: Original	
Teaching and Learning School/Department										7/1/2019 Date	
0.60 FTE		8 Hours per Day		Calendar Sec 185		160 Days Left in Contract		96.0 Adjusted days		<input checked="" type="checkbox"/> Hired after beginning of school year?	

3. Each contract day on the calendar must have a designated schedule. Use the designated rows under each date to determine whether it is a work day or day off.

	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S	Total								
	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		
C													C		C					C	C					C	C					8.00	
P																																	
X													X		X							X		X				X		X		6.00	
A																																	

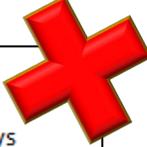
4. Parent Teacher Conference dates will be entered on the "P" row. They need to be marked as a contract day as well as a PTC day. The dates will also need to be filled in to the bottom section of the calendar.

M	T	W	R	F	S	S	M	Total
23	24	25	26	27	29	29	30	
		C	C					2.00
		P	P					2.00

Conference Dates:

- 1) _____ (PTC) (.5)
- 2) _____ (PTC) (.5)
- 3) _____ (PTC) (.5)
- 4) _____ (PTC) (.5)
- 5) _____ (PTC) Time Sheet
- 6) _____ (PTC) Time Sheet
- 7) _____ (PTC) Time Sheet
- 8) _____ (PTC) Time Sheet

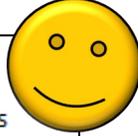
5. After completing your individual calendar. The bottom right box will let you know if you have the correct amount of hours/days for your contract. If this box does not show a GREEN checkmark, you will need to adjust your days.



Calendar Summary:

106.00	Total Contract Days
4.00	PTC (0.5)
6.00	Days Off
0.00	Additional Days
108.00	*

*This number should be **BLACK** if calendar is completed correctly!



Calendar Summary:

109.00	Total Contract Days
4.00	PTC (0.5)
6.00	Days Off
0.00	Additional Days
111.00	✓

*This number should be **BLACK** if calendar is completed correctly!

6. Leave Day Equivalent Table

a. The calendar has a table that will calculate the Leave Day Equivalent for the employee’s FTE. For example: If a teacher works a full 8 hour day on Wednesday’s and needs to take a sick day, but their FTE is 0.6 the employee will need to enter 1.67 sick days into Skyward for that contract day.

<i>Leave Day Equivalents (# of days to enter in Skyward)</i>					
<i>8 hrs</i>	<i>1.67</i>	<i>5 hrs</i>	<i>1.04</i>	<i>2 hrs</i>	<i>0.42</i>
<i>7 hrs</i>	<i>1.46</i>	<i>4 hrs</i>	<i>0.83</i>	<i>1 Hr</i>	<i>0.21</i>
<i>6 hrs</i>	<i>1.25</i>	<i>3 hrs</i>	<i>0.63</i>	<i>30 Mins</i>	<i>0.10</i>

7. Calendars must be filled out **ELECTRONICALLY** and printed for signatures. Hard copy calendars with original signatures will be sent to Human Resources.

PRINTING HELP

PC Users

Please print out these calendars with all COLUMNS on one page. You may have to adjust your printer settings. To adjust, select **Scaling** and select Fit all Columns on One Page.

MAC Users

Please print out these calendars with all COLUMNS on one page. You may have to adjust your printer settings. To adjust, select **Scale to Fit** and enter 1 page wide by 2 pages tall.

Recommendation: Save a copy of this calendar to your desktop for easy access to the Leave Day Equivalent table.

Calendars may only be changed twice per contract year. Revisions must be preapproved and signed by principal/director and a new calendar submitted to HR.