

Intradistrict Communication

DATE: May 4, 2023

TO: All Principals / Department Directors / School Administrative Assistants

SUBJECT: Requests for 2023-2024 Special Calendars – Licensed Only

Your assistance is requested, as the Human Resource Department is preparing special calendars for the **2023-2024 academic year** for licensed employees. Special calendars are essential to ensure a variety of Human Resource processes including but not limited to ensuring appropriate contract pay, time entry, emergency protocols, and temporary employee tracking. Employees who meet certain criteria, as listed below, should have a special calendar on file with the Human Resource Department.

A list of licensed employees at your school/department location who have been on a special calendar during the 2022-2023 contract year has been emailed to you for review. Please make all appropriate additions, corrections, or other changes by submitting an online Hire/Change form in Skyward to the Human Resource Department. Please follow the additional instructions below.

Criteria for determining if an employee requires a special calendar:

- 187 Modified/207 Modified (Educator less than a 1.0 FTE working and are working a schedule that is modified by hours per day or number of days during the week. (.50 FTE working 8 hours every other day, for example)
- Multiple Location Employees- employees split between two or more locations.
- Elementary Job Shares

If you have an employee you would like to review to determine if they may need a special calendar, you can contact the Human Resources Department, the HR Senior Assistant, for assistance. *If a list is not included, there are currently no employees on a special calendar at this location.* However, if you anticipate a special calendar for a licensed employee, please follow the instructions below.

Instructions for Special Calendar Requests:

1. Principals set up a meeting with employee(s) who meet the criteria for a special calendar. Attached is a letter template that can be modified to fit each employee; however essential information should remain unchanged.
2. Collaborate with each employee and complete the appropriate calendar for any/all licensed employee(s) on a special calendar found on the [HR Connection](#) link. These calendars are fillable and will self-calculate.
3. Print the completed calendar, sign and obtain signatures from the employee(s).
4. Return the *original* calendar to the Human Resource Department by **May 19, 2023** for processing.
5. If a licensed employee will not continue on a special calendar, an online change form must be completed at the school/department and submitted to the Human Resource Department in Skyward.

Important Reminders:

- Special Calendars may only be changed **twice** per contract year. Revisions must be pre-approved and signed by the principal/director.
- **Special calendars must be followed as outlined.** If a calendared day is missed, the appropriate allocated leave time must be entered in Skyward for that day. (The calendar has a calculator to assist with time entry.)

- **Trade days are problematic and require a change to the employee's special calendar, written approval by the supervisor, and notification to an HR Administrator.**

Thank you in advance for your attention to this matter. Failure to follow these procedures may cause an employee to be paid incorrectly. Any questions about this procedure or completing a special calendar should be directed to Lisa Garner, HR Senior Assistant, at (801) 567-8226.

JL/jo