SEQUOIA UNION HIGH SCHOOL DISTRICT

**Management Calendar Instructions**

**2023 - 2024**

**All Certificated Management**

* Contracted to work 222 days
* Type an "N" or "n" under each date you will use a Non-Work day
* Add “WD” to an empty cell below the date if you work on a weekend
* Totals will auto-calculate
  + Each “N” or “n” added to the calendar will automatically *decrease* the number of “Total Work Days” and *increase* the “Total Non-Work Days” at the bottom of the page
  + Continue adding Non-Work days until the "Total Work Days" at the bottom of the page equals 222 (matching the contracted number of work days)
* **IMPORTANT:** Record corresponding Non-Work days in Frontline under “Non-Work Day”
* Email completed calendars to the Substitute Teacher Staffing Technician, Sarah Navarrete, at snavarrete@seq.org to route your calendar through Adobe Acrobat Sign for appropriate signatures
* A revised calendar must be submitted when changes are made, please email to Sarah Navarrete for appropriate signatures

**Certificated Management at School Sites**

*In addition to following the instructions above, Certificated Management located at school sites should also complete the following:*

* Add up to 5 additional Non-Work days as "SN" on the work calendar
* Record these additional 5 Non-Work days in Frontline under “Non-Work Day (Additional for Site Only)”
* **IMPORTANT:** Do not record these additional 5 Non-Work days under the regular “Non-Work Day” absence reason in Frontline. Please be sure to use the option specifically for school sites for these 5 additional days.

**All Classified Management**

* Contracted to work 222 days
* Type an "V" or "v" under the date where the “WD” appears to use a vacation day
* Add “WD” to an empty cell below the date if you work on a weekend
* Totals will auto-calculate
  + Each “V” or “v” added to the calendar will automatically *decrease* the number of “Total Work Days” and *increase* the “Total vacation” at the bottom of the page
  + Continue adding vacation days until the "Total Work Days" at the bottom of the page equals 222 (matching the contracted number of work days)
* **IMPORTANT:** Record corresponding vacation days in Frontline under “vacation”
* Email completed calendars to the Substitute Teacher Staffing Technician, Sarah Navarrete, at snavarrete@seq.org to route your calendar through Adobe Acrobat Sign for appropriate signatures
* A revised calendar must be submitted when changes are made, please email to Sarah Navarrete for appropriate signatures

For questions related to the Management Calendars or entering Non-Work and/or vacation days in

Frontline, please contact the Substitute Teacher Staffing Technician, Sarah Navarrete, at [snavarrete@seq.org](mailto:snavarrete@seq.org).