



# 2015-16 Flexible Payroll Calendar for Certificated Assignments

## For Year Round School Assignments Starting After June 30, 2015

Track \_\_\_\_\_

For office use only

QW	Month	First Week					Second Week					Third Week					Fourth Week					Planned Workdays		Actual Days Worked			
		M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	Regular Schedule	Other Assignmts				
1	Jul								Jul		+	6	7	8	9	10	13	14	15	16	17						
2	Jul - Aug	20	21	22	23	24	27	28	29	30	31	Aug	3	4	5	6	7	10	11	12	13	14					
3	Aug - Sep	17	18	19	20	21	24	25	26	27	28	Sep	31	1	2	3	4	+	7	8	9	10	11				
4	Sep - Oct	14	15	16	17	18	21	22	23	24	25	Oct	28	29	30	1	2	5	6	7	8	9					
5	Oct - Nov	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	Nov	2	3	4	5	6					
6	Nov - Dec	9	10	+	11	12	13	16	17	18	19	20	23	24	25	+	26	27	30	1	2	3	4				
7	Dec - Jan	7	8	9	10	11	14	15	16	17	18	#	21	22	23	x	24	25	28	29	30	#	31	1			
8	Jan	4	5	6	7	8	11	12	13	14	15	+	18	19	20	21	22	25	26	27	28	29					
9	Jan - Feb	Feb	1	2	3	4	5	+	8	9	10	11	12	+	15	16	17	18	19	22	23	24	25	26			
10	Feb - Mar	Mar	29	1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	+	25				
11	Mar - Apr	28	29	30	31	Apr	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22						
12	Apr - May	25	26	27	28	29	May	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20					
13	May - Jun	23	24	25	26	27	+	30	31	Jun	1	2	3	6	7	8	9	10	13	14	15	16	17				
14	Jun	20	21	22	23	24	27	28	29	30																	
															<b>Subtotal</b>												
															<b>Total Planned Workdays</b>												

- + Legal holidays
- # Non-duty equalization day for 12-month employees
- x Board declared holiday

Site \_\_\_\_\_ SS# \_\_\_\_\_

Employee \_\_\_\_\_  
 Print Name Employee Signature

Plan Approved \_\_\_\_\_  
 Site Administrator Date

**Actuals Certified:** \_\_\_\_\_  
 Site Administrator date