



SEQUOIA UNION HIGH SCHOOL DISTRICT
Management Calendar Instructions
2026 - 2027

All Certificated Management

- Contracted to work 222 days
- Type an "N" or "n" under each date you will use a Non-Work Day
- Type "WD" under any date you work that falls 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"**
- **Managers:** Have new staff complete calendar, especially if hired after the start of the new school year
- Email completed & signed calendars to the Senior Administrative Secretary, Noemy Menjivar, at nmenjivar@seq.org, to route your calendar through Adobe Sign 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 a "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 & signed calendars to the Senior Administrative Secretary, Noemy Menjivar, at nmenjivar@seq.org to route your calendar through Adobe Acrobat Sign for appropriate signatures

For questions related to the Management Calendars or entering Non-Work or Vacation Days in Frontline, please contact the Senior Administrative Secretary, Noemy Menjivar, at nmenjivar@seq.org.