



SEQUOIA UNION HIGH SCHOOL DISTRICT  
**Management Calendar Instructions**  
**2025 - 2026**

---

### **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"**
- Email completed & signed calendars to the Substitute Teacher Staffing Technician, Sarah Navarrete, at [snavarrete@seq.org](mailto:snavarrete@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 Substitute Teacher Staffing Technician, Sarah Navarrete, at [snavarrete@seq.org](mailto:snavarrete@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 Substitute Teacher Staffing Technician, Sarah Navarrete, at [snavarrete@seq.org](mailto:snavarrete@seq.org).