Employee Individual Calendar
Frequently Asked Questions

1. Who needs to fill out an Individual Calendar?
   All employees that work less than 245 days per year and do not follow a district student calendar.

2. How do I know how many days to create my calendar for?
   The number of days that you work are based off your position. You can find that information on the salary schedule in which your position is on, or email HumanResources@solanocoe.net to verify.

3. What is the criteria for the **non-work** days that I have on my calendar?
   Individual calendars are based on program needs. If you are working with students or in a school setting where children are present, then it is expected that those days are work days. You will need to build your calendar around the needs of the students that you are serving. Non-work days may include spring break for your district, days around holidays, etc.

4. Who assists me with building my calendar and do I need to have my calendar approved?
   You will be working with your direct supervisor on building your calendar. They will be the one to approve your calendar.

5. What if I submit a calendar to Human Resources and then become ill or want to take personal time off? Can I change my calendar to reflect sick leave or personal time off?
   No. Calendar changes are made for program need. If you become ill or need personal time off, then you will use your personal sick leave or personal necessity leave.

6. Is there a form that I file out for calendar changes that are for program need?
   For your convenience, you will find the Request for Calendar Change form on SCOE's website. Departments > Human Resources > Calendars, Documents, Forms > Calendar Change Request Form & FAQs > Workday Calendar Change Request Form. Once you submit the form, it will be routed automatically to your supervisor. Once they sign, it will route to Human Resources. Upon their review and approval; you will receive a new current calendar via email.

7. When is my calendar due to the Human Resources Department?
   For current employees, you will need to turn in your approved calendar no later than May 20th. This allows for Human Resources to process the calendar by July 1, to ensure that you are paid for the correct number of days.

8. Can I work half days? For example, I work 8 hours per day, am attending a 4-hour training that I must attend but wanted to take rest of the day off.
   No. You would need to use your personal leave for the other 4 hours.