

LICENSED/ADMIN/CONFIDENTIAL CALENDAR CHANGE REQUEST FORM

The Calendar Change Request should be completed and approved prior to the requested date change(s)
Full Time Classified staff are not eligible to make Calendar Changes

NAME				PROGRAM			
<i>CIRCLE ONE</i>	HRS	DATE	TRADED TO	<i>CIRCLE ONE</i>	HRS	DATE	
NON WORK	WORK	_____	TRADED TO	NON WORK	WORK	_____	
NON WORK	WORK	_____	TRADED TO	NON WORK	WORK	_____	
NON WORK	WORK	_____	TRADED TO	NON WORK	WORK	_____	
NON WORK	WORK	_____	TRADED TO	NON WORK	WORK	_____	
NON WORK	WORK	_____	TRADED TO	NON WORK	WORK	_____	
NON WORK	WORK	_____	TRADED TO	NON WORK	WORK	_____	

REASON: (check one)

CASE LOAD REQUIREMENT

DISTRICT REQUEST/NEEDS

OTHER: PLEASE EXPLAIN _____

PLEASE NOTE BEGINNING 2016/2017 FY CALENDAR CHANGES WILL NOT BE APPROVED FOR PERSONAL REASONS WHEN PAID LEAVE IS AVAILABLE

_____ *EMPLOYEE SIGNATURE* _____ *Date*

DENIED

REASON FOR DENIAL: _____

APPROVED

_____ *Program Administrator Signature* _____ *Date*

Date Completed _____

_____ CHANGES MADE IN FRONTLINE TO TIME CARDS

_____ COPY FILED WITH DEPARTMENT CALENDARS

_____ COPY EMAILED TO EMPLOYEE

_____ ORIGINAL GIVEN TO BRANDIE

_____ *SECRETARY SIGNATURE*

FOR FISCAL USE ONLY:

Calendar Change Request Form

On occasion, calendars may need to be adjusted due to district or staff needs.

Calendar Change parameters

- Calendar changes should be kept to a minimum.
- Changes will not be approved for personal reasons when paid leave is available.
- Student contact days should not be traded for non-student days.

Employee

1. Complete the top portion of the form
 - a. Name
 - b. Program
 - c. Changes requested (non-work, work, HRS, date) Traded to (non-work, work, HRS, date)
 - i. One date per line
 - d. Reason for request
 - e. Employee Signature, date
2. Get Approval from Department Administrator
 - Denied – nothing more to do
 - **Approved**
 - a. Update your timesheet in Frontline to reflect the change
 - b. Forward the original approved form to the department secretary

Department Secretaries

1. Verify that the changes have been made in Frontline
2. Retain a copy of the form with Department calendars
3. Email a copy of the form to Employees if they did not take a copy
4. Forward original to Operations/HR (Brandie)