

**Personnel  
Administrative and Supervisory Personnel**

**POSITIVE WORK CALENDAR**

**Certificated Management and Classified Management at Level 70 and Above  
(Excluding Occupational Therapists)**

Certificated management and classified management at level 70 and above submit a positive work calendar at the start of each fiscal year reflecting the number of work days on their contract. These work days are to be identified on an Employee Data Calendar Form. Each year managers are expected to provide this work calendar to be authorized by their department head. The work calendar may be modified during the year with the prior approval of the appropriate department head. The work calendar will not contain holidays or vacation days of the employee.

**Management of the Positive Work Calendar**

Managers will complete the positive work calendar in cooperation with their department head. The work calendar will reflect only the days worked. All other days will be considered to be non-work days. Days worked should be "slashed" or electronically "shaded" on an Employee Data Calendar Form.

Once the work calendar is completed by the manager, the following steps shall be followed:

1. The signed and dated Employee Data Calendar Form will be submitted to the department head.
2. The department head will review the calendar and work with the manager to make any necessary adjustments.
3. The department head will then submit the Employee Data Calendar Form to the cabinet member that leads their division.
4. The cabinet member will review the Employee Data Calendar Form and submit it to the Human Resources Department.
5. The Human Resources Department will then provide a copy to the Business Division.

Once the positive work calendar has completed this process, it will be considered the "approved" work calendar for the coming year.

When a manager is hired after July 1st of any year (considered to be a "late start") the administrator will follow the same procedure outlined above, except that the number of workdays will be prorated based on the proportion of weeks remaining in the fiscal year.

Any change to the approved calendar must be placed on a new Employee Data Calendar Form. The new Employee Data Calendar Form shall reflect the date that the change is submitted to the department head. It must then go through the five steps listed above to complete the change process.

**Use of Previously Accrued Vacation Time**

Administrative Regulation 4357 limits the amount of excess vacation days that can be accrued to no more than 30 days. The following options will be available to managers who have accrued excess vacation days (up to 30).

The department head and MCOE could agree

1. to a schedule for the manager to use his/her accrued vacation; or
2. to pay the manager his/her accrued vacation over a specified period of time; for example, the manager could be given the option of receiving his/her payout once a year for a period of three years; or
3. to pay the manager for his/her accrued vacation on a designated date; or
4. to pay the manager upon his/her retirement or upon leaving MCOE; or
5. that the manager could use accrued vacation for his/her final work days before either leaving the MCOE or retiring.

In all instances, when accrued vacation is paid, the rate of pay will be at the manager's current rate of pay at the time of payout.

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