



# 2017-18 Flexible Payroll Calendar for Certificated Assignments Starting After June 30, 2017

Track \_\_\_\_\_

For office use only

QW	Month	First Week					Second Week					Third Week					Fourth Week					Planned Workdays		Actual Days Worked						
		M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	Regular Schedule	Other Assignmts							
1	Jul															Jul 3	Jul 4 +	5	6	7	10	11	12	13	14					
2	Jul - Aug	17	18	19	20	21	24	25	26	27	28	31	Aug 1	2	3	4	31	Aug 1	2	3	4	7	8	9	10	11				
3	Aug - Sep	14	15	16	17	18	21	22	23	24	25	28	29	30	31	Sep 1	28	29	30	31	1	4	5	6	7	8				
4	Sep - Oct	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	25	26	27	28	29	30	Oct 2	3	4	5	6			
5	Oct - Nov	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	23	24	25	26	27	30	Nov 30	31	1	2	3			
6	Nov - Dec	6	7	8	9	10 +	13	14	15	16	17	20	21	22	23 +	24 x	20	21	22	23 +	24 x	27	28	29	30	Dec 1				
7	Dec	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	18	19	20	21	22	25 +	26 x	27	28	29				
8	Dec - Jan	1 +	2	3	4	5	8	9	10	11	12	15 +	16	17	18	19	15 +	16	17	18	19	22	23	24	25	26				
9	Jan - Feb	29	30	31	Feb 1	2	5	6	7	8	9	12	13	14	15	16	12	13	14	15	16	19 +	20	21	22	23				
10	Feb - Mar	26	27	28	Mar 1	2	5	6	7	8	9	12	13	14	15	16	12	13	14	15	16	19	20	21	22	23				
11	Mar - Apr	26	27	28	29	30 +	Apr 2	3	4	5	6	9	10	11	12	13	9	10	11	12	13	16	17	18	19	20				
12	Apr - May	23	24	25	26	27	30	May 1	2	3	4	7	8	9	10	11	7	8	9	10	11	14	15	16	17	18				
13	May - Jun	21	22	23	24	25	28 +	29	30	31	Jun 1	4	5	6	7	8	4	5	6	7	8	11	12	13	14	15				
14	Jun	18	19	20	21	22	25	26	27	28	29																			
																						<b>Subtotal</b>								
																						<b>Total Planned Workdays</b>								

- + Legal holidays
- # Non-duty equalization day for 12-month employees
- x Board declared holiday

Site \_\_\_\_\_ Employee ID \_\_\_\_\_

Employee \_\_\_\_\_  
 Print Name Employee Signature

Plan Approved \_\_\_\_\_  
 Site Administrator Date

**Actuals Certified:** \_\_\_\_\_  
 Site Administrator Date