1.0 SCOPE:

1.1 This procedure discusses the process that is used to prepare employee work calendars.

2.0 RESPONSIBILITY:

2.1 Personnel Analyst

3.0 APPROVAL AUTHORITY:

3.1 Director of Human Resource Services

3.2 Signature

3.3 Date

4.0 DEFINITIONS:

4.1 SCTA – Sacramento City Teacher Association (Certificated).

4.2 SEIU – Service Employees International Union (Classified).

4.3 UPE – United Professional Educators (Certificated).

4.4 TEAMSTERS – School Plant Operations Managers (Classified).

4.5 CSA – Classified Supervisors Association.

4.6 ESCAPE—Software program used to maintain and hold all of the transactions made on all district employees’ employment records.

4.7 HRS—Human Resource Services.

5.0 PROCEDURE:

5.1 School Board Approval of student attendance calendars (days, holidays, etc.).

5.2 Make necessary adjustments to employee calendars for all work vacation groups.

5.3 Input changes to Escape – Payroll/Personnel system.

6.0 ASSOCIATED DOCUMENTS:

6.1 Board Policies – (SCUSD)

6.2 SCUSD student attendance calendars (Single Track, Traditional, Charter Schools)

6.3 CSUS - California State University, Sacramento (student calendar)

6.4 SCC – Sacramento City College (student calendar)

6.5 SCOE – Sacramento County Office of Education (student calendars, various sites)

7.0 RECORD RETENTION TABLE:

<table>
<thead>
<tr>
<th>Identification</th>
<th>Storage</th>
<th>Retention</th>
<th>Disposition</th>
<th>Protection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Calendars</td>
<td>File cabinet in HRS</td>
<td>3 years</td>
<td>Discard as Desired</td>
<td>Access Limited to HRS</td>
</tr>
</tbody>
</table>
8.0 REVISION HISTORY:

<table>
<thead>
<tr>
<th>Date</th>
<th>Rev</th>
<th>Description of Revision</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/20/05</td>
<td>A</td>
<td>Revised</td>
</tr>
<tr>
<td>10/08/07</td>
<td>B</td>
<td>Approval Authority department name change</td>
</tr>
</tbody>
</table>

***End of procedure***