



Calhoun County Independent School District
 Office of Human Resources
 Angela Tullios, Human Resources Director
 525 N. Commerce Street, Port Lavaca, Texas 77979
 361-552-9728 (phone), 361-551-2648 (fax)
www.calcoisd.org

Employee Printed Name _____ Employee Signature _____

Employee Job Title _____ Location _____

Length of Contract or Agreement _____ School Year _____ Supervisors Initials _____

All employees must complete a work calendar unless they are a teacher, librarian or intern working 184 days based on the Board adopted calendar published at www.calcoisd.org. [Link to fillable calendar: Work Calendar](#) The form must be signed by the employee and verified by the supervisor. Please return to the campus/department secretary. All campuses and departments should turn in 1 alphabetized stack to the personnel department. Please ensure that a list of employees is checked off and is attached as a cover sheet.

Months / Days	Start Date
12 (220 +)	July 1 - June 30 as directed by your supervisor
11 (202-219)	August 1 or as directed by your supervisor
10 (0-201)	As directed by the district instructional/coaching calendar .
10 - 184 Day Teachers, Teacher Interns, Librarians	As directed by the Board adopted an instructional calendar
10- Diagnosticians (See Director).	

The number of days recorded as “worked” in the contract year will include eligible sick leave and personal leave. See Policy DEC.

A copy of this form shall be retained in the personnel folder of each person paid on a monthly basis, **excluding 184-day teachers/interns/ librarians**. Coaches will need a “W” calendar. **Instructional paraprofessionals will work 184 days (including the additional days formerly funded by ESSER 181-184). Parent Liaisons work 194 days (including the additional days formerly funded by ESSER 181-194).**

It is the responsibility of each person on an annual basis to complete this sheet and attest to the number of days worked. Please contact the personnel office if you have questions or if we can help.

Count	DO NOT COUNT
W= Worked onsite or remotely as scheduled by supervisor P= Personal, AESOP S= Sick, AESOP F= Teacher Choice Day (Teachers, Diagnosticians, Coaches, Librarians and Interns ONLY) * CO= Carry Over with Supervisor Approval ONLY	*NC= Non-Contract, with Supervisor Approval. These days are for employees with 220 days or more.

* CO and NC must be utilized prior to sick or personal leave.