

CONTRACT CALENDAR
FISCAL YEAR 2016 - 2017

Name _____

Dept/Division _____

Office Ext. _____

Regular Work Schedule

Su	M	Tu	W	Th	F	Sa

Dates to Note: June 13 to August 5 - Summer Session
August 22 to December 17 - Fall Semester

January 23 to May 20 - Spring Semester
March 20 to March 25 - Spring Break

2016 Tax Year

JULY 2016							OCTOBER 2016						
SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S
					1	2							1
3	4	5	6	7	8	9	2	3	4	5	6	7	8
10	11	12	13	14	15	16	9	10	11	12	13	14	15
17	18	19	20	21	22	23	16	17	18	19	20	21	22
24	25	26	27	28	29	30	23	24	25	26	27	28	29
31							30	31					

AUGUST 2016							NOVEMBER 2016						
SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S
	1	2	3	4	5	6			1	2	3	4	5
7	8	9	10	11	12	13	6	7	8	9	10	11	12
14	15	16	17	18	19	20	13	14	15	16	17	18	19
21	22	23	24	25	26	27	20	21	22	23	24	25	26
28	29	30	31				27	28	29	30			

SEPTEMBER 2016							DECEMBER 2016						
SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S
				1	2	3					1	2	3
4	5	6	7	8	9	10	4	5	6	7	8	9	10
11	12	13	14	15	16	17	11	12	13	14	15	16	17
18	19	20	21	22	23	24	18	19	20	21	22	23	24
25	26	27	28	29	30		25	26	27	28	29	30	31

2017 Tax Year

JANUARY 2017							APRIL 2017							
SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	
	1	2	3	4	5	6	7							1
8	9	10	11	12	13	14	2	3	4	5	6	7	8	
15	16	17	18	19	20	21	9	10	11	12	13	14	15	
22	23	24	25	26	27	28	16	17	18	19	20	21	22	
29	30	31					23	24	25	26	27	28	29	
							30							

FEBRUARY 2017							MAY 2017						
SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S
			1	2	3	4		1	2	3	4	5	6
5	6	7	8	9	10	11	7	8	9	10	11	12	13
12	13	14	15	16	17	18	14	15	16	17	18	19	20
19	20	21	22	23	24	25	21	22	23	24	25	26	27
26	27	28					28	29	30	31			

MARCH 2017							JUNE 2017						
SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S
			1	2	3	4					1	2	3
5	6	7	8	9	10	11	4	5	6	7	8	9	10
12	13	14	15	16	17	18	11	12	13	14	15	16	17
19	20	21	22	23	24	25	18	19	20	21	22	23	24
26	27	28	29	30	31		25	26	27	28	29	30	

CONTRACT CALENDAR INSTRUCTIONS:

1. Indicate the days you are contracted NOT to work (Contract Days). Code these days with a "C." Note: if a "C" is indicated *before & after* a holiday the **holiday** counts as a contract day off.
2. Days you **will** be working are left blank.
3. Vacation days can be indicated with a "V."
4. Absence Reports **MUST** be turned in for any days off (e.g. vacation, sick, contract days off).
5. Please sign your completed calendar, have your supervisor sign, and then return the calendar to the Payroll Office.

KEY:
C = Contract days off
V = Vacation days **Holidays =**

If you are an 11-month employee:
 If you work **5 days/week** C=23 contract days off
 Select: 1 "No pay" month _____

If you are a 10-month employee:
 If you work **5 days/week** C=44 contract days off
 Select: 2 "No pay" months _____
 and _____.

If you are a 9-month employee:
 If you work **5 days/week** C=66 contract days off
 Select: 3 "No pay" months _____,
 and _____.

If you are a 8-month employee:
 If you work **5 days/week** C=88 contract days off
 Select: 4 "No pay" months _____, _____,
 _____ and _____.

NOTE: Months marked with the MOST contract days off will be considered your non-work months for purposes of counting towards step and longevity increments. Your no-pay months may not result in a deferral of taxable income into the following tax year.

Employee's Signature

Date

Administrator's Signature

Date

TOTAL CONTRACT DAYS: _____
RETURN TO PAYROLL OFFICE