POSITIVE WORK YEAR CALENDAR

Certificated Management and Classified Management

Certificated management and classified management shall be on a Positive Work Year calendar. A Positive Work Year means that the manager is required to work a specified number of duty days during the year, and the remaining days are non-working days. Each manager will submit a Positive Work Year calendar at the start of each fiscal year reflecting the number of work (duty) days in their contract or job description. The calendar must be approved by the department/division head, to ensure that the calendar is consistent with the operational needs of the Monterey County Office of Education (MCOE) and may be modified during the year with the prior approval of the appropriate department/division head.

Classified Managers

Classified managers on a Positive Work Year calendar will not accrue vacation days or receive holiday pay. Holidays should not be selected by the manager as duty days. The non-working days on the calendar selected by the Classified manager provide the manager with time off in lieu of vacation days.

Management of the Positive Work Year Calendar

Managers will complete and submit an annual Positive Work Year calendar using MCOE's electronic calendar system. The calendar will reflect only the days worked. All other days will be considered to be non-work days.

The following process shall be used for the creation, review, and approval of Positive Work Year calendars:

1. **Calendar Creation and Submission:** The manager shall create their annual Positive Work Year calendar in the electronic system and submit it for approval.
2. **Supervisor Review:** Upon submission, the calendar will be electronically routed to the manager's immediate supervisor for review. The supervisor shall review the calendar for accuracy and alignment with program, department, and operational needs. If revisions are necessary, the calendar may be returned to the manager for correction and resubmission.
3. **Department/Division Head Approval:** If the immediate supervisor is not the applicable department or division head, the calendar will be electronically routed to the department or division head for final review and approval.

4. **Approval Notification:** Once all required approvals are complete, the manager will receive an electronic notification confirming that the Positive Work Year calendar has been approved.
5. **Official Calendar:** The fully approved electronic Positive Work Year calendar shall serve as the manager's official work calendar for the applicable work year. Any subsequent changes to the approved calendar shall be made and approved through the established electronic calendar process.

When a manager is hired after July 1st of any year (considered to be a "late start") the manager 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.

If a manager takes sick time on a scheduled duty day, the manager must report the sick time through the electronic absence management system.

Use of Previously Accrued Vacation Time

Although managers do not accrue vacation time, a manager may have vacation time on the books previously accrued while working in a non-management position. Administrative Regulation 4357, Employee Safety, 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 may mutually agree to one of the following:

1. A schedule for the manager to use their accrued vacation
2. Pay the manager their accrued vacation over a specified period of time; for example, the manager could be given the option of receiving their payout once a year for a period of three years
3. Pay the manager for their accrued vacation on a designated date
4. Pay the manager upon their retirement or upon leaving MCOE
5. The manager may use accrued vacation for their 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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