SFSD Procedures for Extended Calendar Requests (ECR)
During June, July and August

For staff: Supervisor(s) will let you know if extended hours are available for additional work after the school year, including time in June, July and August.

Supervisors and Managers: Please follow the steps below to request budget approval for extended hours for June, July and August. Please submit the request even if you are not sure who on your team might work those hours. You must submit one request for each staff/position you are requesting approval for.

1. **S**ubmit a **Request for Extended Calendar** form to the Operations / Fiscal team for budget approval for days.   Be ready to provide the following information:

    a. Name of staff person - if you do not know, then enter NA

    b. The <u>total number of days</u>, <u>total hours</u> and <u>specific dates</u> you will be requesting Extended Calendar time between the last day of school and the start of the school year.

    c. The rationale and purpose for the additional hours, for example:
        - Complete work required and funded by grant
        - Participate in required SFSD Common Planning days
        - Support completing priority tasks and/or program planning

    d. Who will supervise staff working extended hours, especially if the usual supervisors / managers are out.

2. **Supervisors must receive approval from the Operations/Fiscal Team before letting staff know that the hours are approved.**

3. **After approval by the fiscal team**, Supervisors can inform staff the hours are available.

4. Supervisors will submit appropriate signed green to confirm hours - **Certificated Extended Calendar** to Donna Gurr and **Classified Overtime Report** to Carmen Serrano

5. **Staff with approved extended calendar hours** will submit that time in EMPowerSF.

6. **Timekeepers** enter the SACs string in EMPowerSF, and the supervisor will approve the timesheets with approved Extended Calendar hours.

7. **Supervisors**: please email timekeepers when you see approved extended calendar hours on your staff's timesheet.