April 27, 2015

TO: Less Than 12 Month Classified Employees (not Classified Hourly Employees)

FROM: Payroll Department

RE: Directions to Classified Employees for Completing a 2015-16 Contract Calendar

When completing your new contract calendar, please note the following instructions:

1. Indicate on the calendar the days you are contracted NOT to work. These are your “contract days” off. Code these days with a “C.” If a “C” is indicated the day before and the day after a holiday, the holiday counts as a contract day off.

2. The days you will be working are to be left blank.

3. Vacation days can be indicated on the calendar with a V.

4. The number of Contract days indicated is based on the number of months you are contracted to work and the number of days per week you are normally scheduled to work. If you normally work 5 days/week, the calendar must show the following contract days off:
   - 11-month: 23 contract days off
   - 10-month: 44 contract days off
   - 9- month: 66 contract days off
   - 8-month: 88 contract days off

   If you normally work a schedule other than 5 days/week, please contact the Payroll Department to determine the appropriate number of contract days off.

5. 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 deferment of taxable income into the following tax year.

6. Please sign your completed calendar, have your supervisor sign, and then return the calendar to the Payroll Office no later than May 22, 2015. It is important that you complete your contract calendar by this deadline so that your 2015-2016 payroll records can be set up properly.

7. Your calendar is not used to report absences. Absence Report forms must be turned in at the end of each month for any days off (e.g. Vacation, Sick leave, Contract days, Comp. time…).

8. If you have any questions, contact the Classified Payroll Technician at 479-6255 or email ditaylor@cabrillo.edu.