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| newlogo_bw | | *Human Resources* |
| San Luis Obispo County Community College District | | |
| *MEMORANDUM* | | |
| TO: | Directors/Deans/Supervisors/Short Year Employees | |
| FROM: | Human Resources | |
| DATE: | May 7, 2021 | |
| SUBJECT: | Calendar for 2021 - 2022 | |

Please find the attached Short Year Calendars for 2021/2022. You will find calendars for 5 days a week, 4 days a week, 3 days a week and 2 days a week. Please use the appropriate calendar for your work schedule.

As you are aware, as the Supervisor, you are responsible for ensuring that the off-duty days taken by your employees meet the division/department needs. Adjustments to a short year calendar **cannot** be accommodated. Once Human Resources receive the short year calendar, the dates will be set, and the calendar locked.

If an employee needs additional days off, they must submit a leave form utilizing the appropriate leave, i.e. vacation, personal leave, sick, etc. If you must have an employee work on a day that they were scheduled to be off duty, then a timecard should be submitted for additional hours to pay the employee. This should only be done on an absolutely necessary basis and monitored to maintain and accurately report employee retirement contributions. **The employee** **will mark their off-duty days on the short year calendar, that is turned in to Human Resources.**

**Please remember the following:**

**Who do I contact if I have questions?**

*Please contact Stephanie Federico, Human Resources Specialist or Monica Blandford, Human Resources Specialist.*

**Do I need to turn in my Short Year Calendar?**

***Yes, please turn in your Short Year Calendar to Human Resources no later than May 20, 2021.*** *Please make sure the short year calendar is signed by your Manager/Supervisor prior to submitting it to Human Resources. Human Resources will forward your Short Year Calendar to Payroll for record keeping and pay warrant records.* ***Email approval is acceptable.***

**When can I start taking my off-duty days?**

*Your Short Year Calendar takes effect July 1, 2021 and all off duty days must be utilized by June 30, 2022.*

**Am I required to work on Flex Days?**

*Yes, all classified employees are required to work on flex days. If your department is closed on a flex day you can take those as off duty days.*

**Can I take any day I want off?**

*You have to be on duty or in paid status the working day before or after a holiday to receive “pay” for that holiday. Exceptions are December Break. An off-duty day must also meet division/department needs and be approved by your manager.*

**Can I equalize my pay if I am off for an entire month?**

*Yes, any short year employee is eligible for equalized pay throughout the school year.*

**How does equalized pay work, do I have to have it, and why wouldn’t I want it?**

*What equalized pay does, regardless of your schedule, is it equalizes your hours over a twelve-month calendar, so you receive a paycheck all twelve months. It is not required, but regardless of your decision, an option must be selected on the calendar.*

*Employees are encouraged to equalize their pay.*

**Do I still receive my full fringe benefit allotment?**

*Yes, a reduction of your work year does not affect your fringe benefit allotment.*

*However, if you are not on equalized pay, your benefits will be handled on a 10-month schedule. Short-year employees typically have more off-duty days in the summer months, and some have entire months scheduled off. Under the 10-month schedule, your fringe and insurance deductions will be pro-rated during the months of August – May (i.e. more is deducted per month to make up for June and July).*

*If you equalize your pay you receive your regular fringe for all twelve months.*

**Do I put my off-duty days on my leave form?**

*No, you do not need to put your off-duty days on your leave form. Once you have submitted your Short Year Calendar to Human Resources, it cannot be changed or altered. Payroll will utilize this calendar to verify against leave forms, etc. days worked verses days off in unpaid status to reduce the risk of anyone being underpaid or overpaid.*

**I am on a 4-Day work schedule what do I do about Holiday’s?**

*If you are a 4 day a week employee and a holiday falls on your day off, you must compensate for your holiday by taking another day off for that holiday during that same week. You can mark this day on your calendar by marking that day with an “H”.*

**These calendars don’t work for me, what do I do?**

*If you feel the calendars provided do not work for your schedule, please contact Human Resources.*