

Calendar of Working Days for Peralta Short-term Hourly Employees

INSTRUCTIONS: Circle days employee is scheduled to work; provide a copy to employee as authorized days to work. Please forward the form to the attention of Ruby Andrews in Human Resources via interoffice mail or fax. The HR fax number is 466-7280. The form should be submitted within the first week of employment. Please maintain a copy for your records.

2015-2016 FISCAL YEAR	EMPLOYEE LAST NAME:	EMPLOYEE FIRST NAME:
	POSITION TITLE:	MANAGER:

FIRST QUARTER	JULY 2015 <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><th>Su</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table> # of Working Days: ____	Su	M	T	W	Th	F	Sa				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		AUGUST 2015 <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><th>Su</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table> # of Working Days: ____	Su	M	T	W	Th	F	Sa							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						SEPTEMBER 2015 <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><th>Su</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </table> # of Working Days: ____	Su	M	T	W	Th	F	Sa			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
	Su	M	T	W	Th	F	Sa																																																																																																																																	
				1	2	3	4																																																																																																																																	
5	6	7	8	9	10	11																																																																																																																																		
12	13	14	15	16	17	18																																																																																																																																		
19	20	21	22	23	24	25																																																																																																																																		
26	27	28	29	30	31																																																																																																																																			
Su	M	T	W	Th	F	Sa																																																																																																																																		
						1																																																																																																																																		
2	3	4	5	6	7	8																																																																																																																																		
9	10	11	12	13	14	15																																																																																																																																		
16	17	18	19	20	21	22																																																																																																																																		
23	24	25	26	27	28	29																																																																																																																																		
30	31																																																																																																																																							
Su	M	T	W	Th	F	Sa																																																																																																																																		
		1	2	3	4	5																																																																																																																																		
6	7	8	9	10	11	12																																																																																																																																		
13	14	15	16	17	18	19																																																																																																																																		
20	21	22	23	24	25	26																																																																																																																																		
27	28	29	30																																																																																																																																					
SECOND QUARTER	OCTOBER 2015 <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><th>Su</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table> # of Working Days: ____	Su	M	T	W	Th	F	Sa					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	NOVEMBER 2015 <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><th>Su</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </table> # of Working Days: ____	Su	M	T	W	Th	F	Sa	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						DECEMBER 2015 <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><th>Su</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table> # of Working Days: ____	Su	M	T	W	Th	F	Sa			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31									
	Su	M	T	W	Th	F	Sa																																																																																																																																	
					1	2	3																																																																																																																																	
4	5	6	7	8	9	10																																																																																																																																		
11	12	13	14	15	16	17																																																																																																																																		
18	19	20	21	22	23	24																																																																																																																																		
25	26	27	28	29	30	31																																																																																																																																		
Su	M	T	W	Th	F	Sa																																																																																																																																		
1	2	3	4	5	6	7																																																																																																																																		
8	9	10	11	12	13	14																																																																																																																																		
15	16	17	18	19	20	21																																																																																																																																		
22	23	24	25	26	27	28																																																																																																																																		
29	30																																																																																																																																							
Su	M	T	W	Th	F	Sa																																																																																																																																		
		1	2	3	4	5																																																																																																																																		
6	7	8	9	10	11	12																																																																																																																																		
13	14	15	16	17	18	19																																																																																																																																		
20	21	22	23	24	25	26																																																																																																																																		
27	28	29	30	31																																																																																																																																				
THIRD QUARTER	JANUARY 2016 <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><th>Su</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> # of Working Days: ____	Su	M	T	W	Th	F	Sa						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							FEBRUARY 2016 <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><th>Su</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td></td><td></td><td></td><td></td><td></td></tr> </table> # of Working Days: ____	Su	M	T	W	Th	F	Sa		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29						MARCH 2016 <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><th>Su</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table> # of Working Days: ____	Su	M	T	W	Th	F	Sa			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
	Su	M	T	W	Th	F	Sa																																																																																																																																	
						1	2																																																																																																																																	
3	4	5	6	7	8	9																																																																																																																																		
10	11	12	13	14	15	16																																																																																																																																		
17	18	19	20	21	22	23																																																																																																																																		
24	25	26	27	28	29	30																																																																																																																																		
31																																																																																																																																								
Su	M	T	W	Th	F	Sa																																																																																																																																		
	1	2	3	4	5	6																																																																																																																																		
7	8	9	10	11	12	13																																																																																																																																		
14	15	16	17	18	19	20																																																																																																																																		
21	22	23	24	25	26	27																																																																																																																																		
28	29																																																																																																																																							
Su	M	T	W	Th	F	Sa																																																																																																																																		
		1	2	3	4	5																																																																																																																																		
6	7	8	9	10	11	12																																																																																																																																		
13	14	15	16	17	18	19																																																																																																																																		
20	21	22	23	24	25	26																																																																																																																																		
27	28	29	30	31																																																																																																																																				
FOURTH QUARTER	APRIL 2016 <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><th>Su</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table> # of Working Days: ____	Su	M	T	W	Th	F	Sa						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	MAY 2016 <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><th>Su</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table> # of Working Days: ____	Su	M	T	W	Th	F	Sa	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					JUNE 2016 <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr><th>Su</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </table> # of Working Days: ____	Su	M	T	W	Th	F	Sa				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30									
	Su	M	T	W	Th	F	Sa																																																																																																																																	
						1	2																																																																																																																																	
3	4	5	6	7	8	9																																																																																																																																		
10	11	12	13	14	15	16																																																																																																																																		
17	18	19	20	21	22	23																																																																																																																																		
24	25	26	27	28	29	30																																																																																																																																		
Su	M	T	W	Th	F	Sa																																																																																																																																		
1	2	3	4	5	6	7																																																																																																																																		
8	9	10	11	12	13	14																																																																																																																																		
15	16	17	18	19	20	21																																																																																																																																		
22	23	24	25	26	27	28																																																																																																																																		
29	30	31																																																																																																																																						
Su	M	T	W	Th	F	Sa																																																																																																																																		
			1	2	3	4																																																																																																																																		
5	6	7	8	9	10	11																																																																																																																																		
12	13	14	15	16	17	18																																																																																																																																		
19	20	21	22	23	24	25																																																																																																																																		
26	27	28	29	30																																																																																																																																				

If seasonal, complete fiscal total days only, for substitute-recruitment the above not applicable

TOTAL WORKING DAYS:	TOTAL NOT TO EXCEED 184 WORKING DAYS
---------------------	--------------------------------------