**Optional Special Calendar Request for Meeting Email Template**

EMPLOYEE NAME,

Based on your **contract/current FTE/ hours worked per day/ being assigned to multiple locations/approved job share agreement (choose applicable option(s))**, we need to schedule a time to meet and collaborate to complete and sign the appropriate special calendar, review appropriate time entry rules/guidelines/best practices.

Based on the school schedule and our availability, I have set aside several times that I am available to meet. Please respond with the time(s) that work best for you.

The special calendars are due to the Human Resources Department finalized and signed by ***May 6th, 2022*** so it is essential that we prioritize time to complete this process.

In the interim, please download and review the attached documentation, paying special attention to the instructions and the bottom of the calendar so that we can efficiently work through the calendar during our short meeting. *Do not use Google Sheets to review the attached documents, since the formulas contained will not work properly.*

Thank you in advance for your quick response and preparation.

ADMINISTRATOR NAME