



Farm General Schedule:

Work at a farm is not run by a time clock. This document is intended to provide a general outline of the workflow and order of operations during a year at Vilicus Farms. Scheduled work hours presented here are intended as typical guidelines for any given part of the year. Day to day changes in work hours can and will occur to accommodate Mother Nature, soil and crop conditions, equipment needs and crew capacity. ***All hours shown are estimates. We strive to provide the holidays listed below off but the needs of the farm come first. We will work to provide additional days off if we do work a holiday.***

Weather days are *estimated* at ½ day/week and occur when conditions may not allow fieldwork. They can be used for learning or other activities and/or catching up on rest. Events listed are to provide a general understanding of activities we typically attend or participate in. Not all staff will attend all events. Attendance will be based on relevance to an individual's learning plan and funding availability. Not all possible events are listed. Individual appointments can be accommodated as needed with advance notice/approval.

PRE-SEASON: Mid-February ~ End of March	(7 weeks, ~30 hrs/wk, ~ 183 hrs)
Schedule:	MON - FRI (SAT & SUN off) 9am - 4pm (6 hour days)
Weather Days:	Off work due to inclement weather (est) 3.5 days
Holidays (off):	Presidents Day

Tasks: Machinery repairs/preparation for seeding; facility maintenance; orientation; seed acquisition, deliver crops

Events: MOSES Conference, LaCrosse WI
Expo West, Anaheim CA

SEEDING: Early April ~Early June (9 weeks, ~84 hrs/week, ~ 756 hrs)

Schedule: SUN - FRI (SAT or SUN off) 7am - 10pm (14 hour days)
 Weather Days: Off work due to inclement weather (est) 4.5 days
 Holidays (off): Easter Sunday
 Memorial Day

Tasks: Tillage/land preparation; seeding; machinery repairs
 Events: OTA Policy Days, Washington DC

GROWING SEASON: Early June ~ Late July (7 weeks, ~45 hrs/week, ~ 274 hrs)

Schedule: MON - FRI (SAT & SUN off) 8am - 6pm, (9 hour days)
 Weather Days: Off work due to inclement weather (est) 3.5
 Holidays (off): Independence Day, July 4

Tasks: Machinery repairs/preparation for harvest; green manure termination; manure application; scouting; soil testing; field days
 Events: Montana Organic Association field days
 Timeless Growers Picnic

HARVEST: Late July ~ End September (10 weeks, ~60 hrs/week, ~ 540 hrs)

Schedule: SUN - FRI (SAT or SUN off) 8am - 7pm, (10 hour days)
 Weather Days: Off work due to inclement weather (est) 5
 Holidays (off): Labor Day

Tasks: Harvest; seeding fall crops; post-harvest tillage; machinery repairs; deliver crops; transport manure
 Events: Expo East, Baltimore

POST-HARVEST: Early October ~ Early December (10 weeks, ~40 hrs/week, ~ 304 hrs)

Schedule: MON - FRI (SAT & SUN off) 8am - 5pm, (8 hour days)
 Weather Days: Off work due to inclement weather 5
 Holidays (off): Columbus Day
 Veterans Day
 Thanksgiving Week (5 days)

Tasks: Post-harvest tillage; machinery repairs; deliver crops; facility maintenance
 Events: Alternative Energy Resource Organization, early October
 Montana Farmers Union, end of October
 Organic Connections (Regina, Sask early November)

OFF-SEASON: Early December ~ Mid-February (9 weeks, ~20 hrs/week, ~ 136 hrs)

Schedule: Flexible Hours As Needed

Holidays (off): Christmas Week (5 days)
New Years Week (5 days)
MLK Day

Tasks: Farm planning; deliver crops; machinery repairs; facility maintenance

Events: Montana Organic Association Conference,
Organicology Conference
EcoFarm Conference, Pacific Grove CA
NPSAS Conference, Aberdeen SD
NCAT/NSAC Meeting