

Name: \_\_\_\_\_  
 EMPL ID # \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Location Name/Loc # \_\_\_\_\_  
 Work Telephone: \_\_\_\_\_

2008- 2009 School Year Calendar  
 Certificated Management Schedule

**X = Contract Days**  
**H = Mandated or Declared**  
**P = Prep Days**

**INSTRUCTIONS:** Indicate full workday = " X ". The total number of service days for 2008-2009 is 222 for full-time assignments.

	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	TOTALS	
JULY		1	2	3	H/4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31		Jul	
AUGUST					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	P/27	P/28	P/29	Aug	
SEPTEMBER	H/1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30				Sep	
OCTOBER			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	Oct	
NOVEMBER	3	4	5	6	7	10	H/11	12	13	14	17	18	19	20	21	24	25	26	H/27	H/28						Nov	
DECEMBER	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	H/24	H/25	26	29	30	H/31			Dec	
JANUARY				H/1	2	5	6	7	8	9	12	13	14	15	16	H/19	20	21	22	23	26	27	28	29	30	Jan	
FEBRUARY	2	3	4	5	6	H/9	10	11	12	13	H/16	17	18	19	20	23	24	25	26	27						Feb	
MARCH	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				Mar	
APRIL			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30		Apr	
MAY					P/1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	H/25	26	27	28	29	May	
JUNE	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30				Jun	
																										Total	

\_\_\_\_\_  
 (Employee Signature) (Date)

\_\_\_\_\_  
 (Principal/Department Head Signature) (Date)

**Calendar MUST be submitted prior to salary being paid.**

PAYROLL USE ONLY  
 Input Date: \_\_\_\_\_  
 Input By: \_\_\_\_\_  
 Paygroup: \_\_\_\_\_

I have discussed this work schedule with the employee and am approving it in order to meet instructional/program requirements.