

SAN DIEGO UNIFIED SCHOOL DISTRICT Time and Labor Calendar (A) = J80%T_NO_M
 Payroll Department Time and Labor Calendar (B)= J20%T_MON
2008-2009 SCHOOL YEAR CALENDAR

Name: _____
 Employee ID#: _____
 Job Title: _____
 Location Name and #: _____
 Work Telephone: _____

Highlighted = Contract Days (A)

Highlighted = Contract Days (B)

P = Prep Days

H = Mandated Holiday

Please indicate your job share schedule by circling A or B

Calendar MUST be submitted prior to salary being paid

Traditional School Year Job Share
80/20 Split, 20% Working Mondays (184 Days Total)

80% **20%**
 Partner (A) Partner (B)

	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		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	0	Jul	0
AUGUST					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	P/27 B	P/28 A	P/29 A	Aug	2	Aug	1
SEPTEMBER	H/1	2 B	3 A	4 A	5 A	8 B	9 A	10 A	11 A	12 A	15 B	16 A	17 A	18 A	19 A	22 B	23 A	24 A	25 A	26 A	29 B	30 A				Sep	16	Sep	5
OCTOBER			1 A	2 A	3 A	6 B	7 A	8 A	9 A	10 A	13 B	14 A	15 A	16 A	17 A	20 B	21 A	22 A	23 A	24 A	27 B	28 A	29 A	30 A	31 A	Oct	19	Oct	4
NOVEMBER	3 B	4 A	5 A	6 A	7 A	10 B	H/11	12 A	13 A	14 A	17 B	18 A	19 A	20 A	21 A	24	25	26	27	28						Nov	11	Nov	3
DECEMBER	1 B	2 A	3 A	4 A	5 A	8 B	9 A	10 A	11 A	12 A	15 B	16 A	17 A	18 A	19 A	22	23	H/24	H/25	26	29	30	H/31			Dec	12	Dec	3
JANUARY				H/1	2	5 B	6 A	7 A	8 A	9 A	12 B	13 A	14 A	15 A	16 A	H/19	20 A	21 A	22 A	23 A	26 B	27 A	28 A	29 A	30 A	Jan	16	Jan	3
FEBRUARY	2 B	3 A	4 A	5 A	6 A	H/9	10 B	11 A	12 A	13 A	H/16	17 B	18 A	19 A	20 A	23 B	24 A	25 A	26 A	27 A						Feb	14	Feb	4
MARCH	2 B	3 A	4 A	5 A	6 A	9 B	10 A	11 A	12 A	13 A	16 B	17 A	18 A	19 A	20 A	23 B	24 A	25 A	26 A	27 A	30 B	31 A				Mar	17	Mar	5
APRIL			1 A	2 A	3 A	6	7	8	9	10	13 B	14 A	15 A	16 A	17 A	20 B	21 A	22 A	23 A	24 A	27 B	28 A	29 A	30 A		Apr	14	Apr	3
MAY					1 A	4 B	5 A	6 A	7 A	8 A	11 B	12 A	13 A	14 A	15 A	18 B	19 A	20 A	21 A	22 A	H/25	26 A	27 A	28 A	29 A	May	17	May	3
JUNE	1 B	2 A	3 A	4 A	5 A	8 B	9 A	10 A	11 A	12 A	15 B	P/16	17	18	19	22	23	24	25	26	29	30				Jun	9	Jun	3
Total																										Total	147	Total	37

(Employee Signature) _____ (Date) _____
 _____ (Date) _____
 (Principal/Department Head Signature)

Job Share Partner's Name

PAYROLL USE ONLY
 Input Date: _____
 Input By: _____
 Pay Group: C10

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