

Name: \_\_\_\_\_  
 Employee ID#: \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Location Name and #: \_\_\_\_\_  
 Work Telephone: \_\_\_\_\_

2008-2009 SCHOOL YEAR CALENDAR

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 Fridays (184 Days Total)

80% Partner (A) 20% 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 A	P/28 A	P/29 B	Aug	2	Aug	1
SEPTEMBER	H/1	2 A	3 A	4 A	5 B	8 A	9 A	10 A	11 A	12 B	15 A	16 A	17 A	18 A	19 B	22 A	23 A	24 A	25 A	26 B	29 A	30 A				Sep	17	Sep	4
OCTOBER			1 A	2 A	3 B	6 A	7 A	8 A	9 A	10 B	13 A	14 A	15 A	16 A	17 B	20 A	21 A	22 A	23 A	24 B	27 A	28 A	29 A	30 A	31 B	Oct	18	Oct	5
NOVEMBER	3 A	4 A	5 A	6 A	7 B	10 A	H/11	12 A	13 A	14 B	17 A	18 A	19 A	20 A	21 B	24	25	26	27	28						Nov	11	Nov	3
DECEMBER	1 A	2 A	3 A	4 A	5 B	8 A	9 A	10 A	11 A	12 B	15 A	16 A	17 A	18 A	19 B	22	23	H/24	H/25	26	29	30	H/31			Dec	12	Dec	3
JANUARY				H/1	2	5 A	6 A	7 A	8 A	9 B	12 A	13 A	14 A	15 A	16 B	H/19	20 A	21 A	22 A	23 B	26 A	27 A	28 A	29 A	30 B	Jan	15	Jan	4
FEBRUARY	2 A	3 A	4 A	5 A	6 B	H/9	10 A	11 A	12 A	13 B	H/16	17 A	18 A	19 A	20 B	23 A	24 A	25 A	26 A	27 B						Feb	14	Feb	4
MARCH	2 A	3 A	4 A	5 A	6 B	9 A	10 A	11 A	12 A	13 B	16 A	17 A	18 A	19 A	20 B	23 A	24 A	25 A	26 A	27 B	30 A	31 A				Mar	18	Mar	4
APRIL			1 A	2 A	3 B	6	7	8	9	10	13 A	14 A	15 A	16 A	17 B	20 A	21 A	22 A	23 A	24 B	27 A	28 A	29 A	30 A		Apr	14	Apr	3
MAY					1 B	4 A	5 A	6 A	7 A	8 A	11 A	12 A	13 A	14 A	15 B	18 A	19 A	20 A	21 A	22 B	H/25	26 A	27 A	28 A	29 B	May	16	May	4
JUNE	1 A	2 A	3 A	4 A	5 B	8 A	9 A	10 A	11 A	12 B	15 A	P/16	17	18	19	22	23	24	25	26	29	30				Jun	10	Jun	2
<b>Total</b>																					<b>147</b>	<b>37</b>							

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

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.