

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

Year-Round Year Job Share

60/40 Split, 60% Working Mondays/Tuesdays/Wednesdays (184 Days Total)

60%

40%

Partner (A)

Partner (B)

|           | M      | T      | W      | Th     | F        | M       | T       | W       | Th      | F       | M       | T       | W       | Th      | F       | M       | T       | W       | Th      | F       | TOTALS  |         | TOTALS    |           |           |     |     |     |    |
|-----------|--------|--------|--------|--------|----------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|-----------|-----------|-----------|-----|-----|-----|----|
| JULY      |        | 1<br>A | 2<br>A | 3<br>A | H/4      | 7<br>A  | 8<br>A  | 9<br>A  | 10<br>B | 11<br>B | 14<br>A | 15<br>A | 16<br>A | 17<br>B | 18<br>B | 21<br>A | 22      | 23      | 24      | 25      | 28      | 29      | 30        | 31        | Jul       | 10  | Jul | 4   |    |
| AUGUST    |        |        |        |        | 1        | 4       | 5       | 6       | 7       | 8       | 11      | 12      | 13      | 14      | 15      | 18      | 19      | 20      | 21      | 22      | 25      | 26      | P/27<br>A | P/28<br>B | P/29<br>B | Aug | 1   | Aug | 2  |
| SEPTEMBER | H/1    | 2<br>A | 3<br>A | 4<br>B | 5<br>B   | 8<br>A  | 9<br>A  | 10<br>A | 11<br>B | 12<br>B | 15<br>A | 16<br>A | 17<br>A | 18<br>B | 19<br>B | 22<br>A | 23<br>A | 24<br>A | 25<br>B | 26<br>B | 29<br>A | 30<br>A |           |           | Sep       | 13  | Sep | 8   |    |
| OCTOBER   |        |        | 1<br>A | 2<br>B | 3<br>B   | 6<br>A  | 7<br>A  | 8<br>A  | 9<br>B  | 10<br>B | 13<br>A | 14<br>A | 15<br>A | 16<br>B | 17<br>B | 20<br>A | 21<br>A | 22<br>A | 23<br>B | 24<br>B | 27<br>A | 28<br>A | 29<br>A   | 30<br>B   | 31<br>B   | Oct | 13  | Oct | 10 |
| NOVEMBER  | 3<br>A | 4<br>A | 5<br>A | 6<br>B | 7<br>B   | 10<br>A | H/11    | 12<br>A | 13<br>B | 14<br>B | 17<br>A | 18<br>A | 19<br>A | 20<br>B | 21<br>B | 24      | 25      | 26      | H/27    | H/28    |         |         |           |           | Nov       | 8   | Nov | 6   |    |
| DECEMBER  | 1<br>A | 2<br>A | 3<br>A | 4<br>B | 5<br>B   | 8<br>A  | 9<br>A  | 10<br>A | 11<br>B | 12<br>B | 15<br>A | 16<br>A | 17<br>A | 18<br>B | 19<br>B | 22      | 23      | H/24    | H/25    | 26      | 29      | 30      | H/31      |           | Dec       | 9   | Dec | 6   |    |
| JANUARY   |        |        |        | H/1    | 2        | 5       | 6       | 7       | 8       | 9       | 12      | 13      | 14      | 15      | 16      | H/19    | 20<br>A | 21<br>A | 22<br>B | 23<br>B | 26<br>A | 27<br>A | 28<br>A   | 29<br>B   | 30<br>B   | Jan | 5   | Jan | 4  |
| FEBRUARY  | 2<br>A | 3<br>A | 4<br>A | 5<br>B | 6<br>B   | H/9     | 10<br>A | 11<br>A | 12<br>B | 13<br>B | H/16    | 17<br>A | 18<br>A | 19<br>B | 20<br>B | 23<br>A | 24<br>A | 25<br>A | 26<br>B | 27<br>B |         |         |           |           | Feb       | 10  | Feb | 8   |    |
| MARCH     | 2<br>A | 3<br>A | 4<br>A | 5<br>B | 6<br>B   | 9<br>A  | 10<br>A | 11<br>A | 12<br>B | 13<br>B | 16<br>A | 17<br>A | 18<br>A | 19<br>B | 20<br>B | 23<br>A | 24<br>A | 25<br>A | 26<br>B | 27<br>B | 30<br>A | 31<br>A |           |           | Mar       | 14  | Mar | 8   |    |
| APRIL     |        |        | 1<br>A | 2<br>B | 3<br>B   | 6       | 7       | 8       | 9       | 10      | 13      | 14      | 15      | 16      | 17      | 20      | 21      | 22      | 23      | 24      | 27      | 28      | 29        | 30        | Apr       | 1   | Apr | 2   |    |
| MAY       |        |        |        |        | P/1<br>A | 4<br>A  | 5<br>A  | 6<br>A  | 7<br>B  | 8<br>B  | 11<br>A | 12<br>A | 13<br>A | 14<br>B | 15<br>B | 18<br>A | 19<br>A | 20<br>A | 21<br>B | 22<br>B | H/25    | 26<br>A | 27<br>A   | 28<br>B   | 29<br>B   | May | 12  | May | 8  |
| JUNE      | 1<br>A | 2<br>A | 3<br>A | 4<br>B | 5<br>B   | 8<br>A  | 9<br>A  | 10<br>A | 11<br>B | 12<br>B | 15<br>A | 16<br>A | 17<br>A | 18<br>B | 19<br>B | 22<br>A | 23<br>A | 24<br>A | 25<br>B | 26<br>B | 29<br>A | 30<br>A |           |           | Jun       | 14  | Jun | 8   |    |
|           |        |        |        |        |          |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         | Total   |         | 110       | Total     |           | 74  |     |     |    |

(Employee Signature)

(Date)

Job Share Partner's Name

\_\_\_\_\_

PAYROLL USE ONLY

Input Date:

Input By:

Pay Group: C12

(Principal/Department Head Signature)

(Date)

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