

SAN DIEGO UNIFIED SCHOOL DISTRICT

(Payroll Department)

2008-2009 School Year Calendar

Certificated Traditional Schedule

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

X = Contract Days

H = Mandated or declared

P = Prep Days

40% - Monday/Tuesday - Traditional (74 Days)

	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		CUM 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	0
AUGUST					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	P/27 X	P/28	P/29	Aug	1	1
SEPTEMBER	H/1	2 X	3 X	4	5	8 X	9 X	10	11	12	15 X	16 X	17	18	19	22 X	23 X	24	25	26	29 X	30 X				Sep	10	11
OCTOBER			1	2	3	6 X	7 X	8	9	10	13 X	14 X	15	16	17	20 X	21 X	22	23	24	27 X	28 X	29	30	31	Oct	8	19
NOVEMBER	3 X	4 X	5	6	7	10 X	H/11	12	13	14	17 X	18 X	19 X	20	21	24	25	26	H/27 H/28						Nov	6	25	
DECEMBER	1 X	2 X	3	4	5	8 X	9 X	10	11	12	15 X	16 X	17	18	19	22	23	H/24 H/25	H/26	26	29	30	H/31			Dec	6	31
JANUARY				H/1	2	5 X	6 X	7	8	9	12 X	13 X	14	15	16	H/19	20 X	21	22	23	26 X	27 X	28	29	30	Jan	7	38
FEBRUARY	2 X	3 X	4	5	6	H/9	10 X	11	12	13	H/16	17 X	18	19	20	23 X	24 X	25	26	27						Feb	6	44
MARCH	2 X	3 X	4	5	6	9 X	10 X	11	12	13	16 X	17 X	18	19	20	23 X	24 X	25	26	27	30 X	31 X				Mar	10	54
APRIL			1	2	3	6	7	8	9	10	13 X	14 X	15	16	17	20 X	21 X	22	23	24	27 X	28 X	29	30		Apr	6	60
MAY					1	4 X	5 X	6	7	8	11 X	12 X	13	14	15	18 X	19 X	20	21	22	H/25	26 X	27 X	28	29	May	8	68
JUNE	1 X	2 X	3	4	5	8 X	9 X	10	11	12	15 X	P/16 X	17	18	19	22	23	24	25	26	29	30				Jun	6	74
																						Total	74	74				

(Employee Signature)

(Date)

Calendar MUST be submitted prior to salary being paid.

(Principal/Department Head Signature)

(Date)

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

PAYROLL USE ONLY
Input Date:
Input By:
Paygroup:

Time and Labor Calendar = P40%T_MT