

SAN DIEGO UNIFIED SCHOOL DISTRICT

(Payroll Department)

2008-2009 School Year Calendar

Certificated Traditional Schedule

X = Contract Days

H = Mandated or declared

P = Prep Days

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

40% - Thursday/Friday - 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	P/28	P/29	Aug	2	2
SEPTEMBER	H/1	2	3	X	X	8	9	10	X	X	15	16	17	X	X	22	23	24	X	X	29	30				Sep	8	10
OCTOBER			1	X	X	6	7	8	X	X	13	14	15	X	X	20	21	22	X	X	27	28	29	30	X	Oct	9	19
NOVEMBER	3	4	5	X	X	10	H/11	12	X	X	17	18	19	X	X	24	25	26	H/27	H/28						Nov	6	25
DECEMBER	1	2	3	X	X	8	9	10	X	X	15	16	17	X	X	22	23	H/24	H/25	26	29	30	H/31			Dec	6	31
JANUARY				H/1	2	5	6	7	X	X	12	13	14	X	X	H/19	20	21	X	X	26	27	28	X	X	Jan	8	39
FEBRUARY	2	3	4	X	X	H/9	10	11	12	X	H/16	17	18	X	X	23	24	25	X	X						Feb	7	46
MARCH	2	3	4	X	X	9	10	11	X	X	16	17	18	X	X	23	24	25	X	X	30	31				Mar	8	54
APRIL			1	X	X	6	7	8	9	10	13	14	15	X	X	20	21	22	X	X	27	28	29	X		Apr	7	61
MAY					X	4	5	6	X	X	11	12	13	X	X	18	19	20	X	X	H/25	26	27	X	X	May	9	70
JUNE	1	2	3	X	X	8	9	10	X	X	15	P/16	17	18	19	22	23	24	25	26	29	30				Jun	4	74
(Employee Signature)					(Date)					Calendar MUST be submitted prior to salary being paid.										Total	74	74						

(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.

Time and Labor Calendar = P40%T_THF

PAYROLL USE ONLY

Input Date:

Input By:

Paygroup: