

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: _____

60% Wednesday/Thursday/Friday - Traditional (110 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 X	P/29 X	Aug	3	3
SEPTEMBER	H/1	2	3 X	4 X	5 X	8	9	10 X	11 X	12 X	15	16	17 X	18 X	19 X	22	23	24 X	25 X	26 X	29	30				Sep	12	15
OCTOBER			1 X	2 X	3 X	6	7	8 X	9 X	10 X	13	14	15 X	16 X	17 X	20	21	22 X	23 X	24 X	27	28	29 X	30 X	31 X	Oct	15	30
Thanksgiving Break																												
NOVEMBER	3	4	5 X	6 X	7 X	10	H/11	12 X	13 X	14 X	17	18	19 X	20 X	21 X	24	25	26	H/27 H/28						Nov	9	39	
Winter Break																												
DECEMBER	1	2	3 X	4 X	5 X	8	9	10 X	11 X	12 X	15	16	17 X	18 X	19 X	22	23	H/24 H/25						Dec	9	48		
Winter Break																												
JANUARY				H/1	2	5	6	7 X	8 X	9 X	12	13	14 X	15 X	16 X	H/19	20	21 X	22 X	23 X	26	27	28 X	29 X	30 X	Jan	12	60
FEBRUARY	2	3	4 X	5 X	6 X	H/9	10	11	12 X	13 X	H/16	17	18	19 X	20 X	23	24	25 X	26 X	27 X						Feb	10	70
MARCH	2	3	4 X	5 X	6 X	9	10	11 X	12 X	13 X	16	17	18 X	19 X	20 X	23	24	25	26 X	27 X	30	31				Mar	11	81
Spring Break																												
APRIL			1 X	2 X	3 X	6	7	8	9	10	13	14	15 X	16 X	17 X	20	21	22 X	23 X	24 X	27	28	29 X	30 X		Apr	11	92
MAY					1 X	4	5	6 X	7 X	8 X	11	12	13 X	14 X	15 X	18	19	20 X	21 X	22 X	H/25	26	27	28 X	29 X	May	12	104
JUNE	1	2	3 X	4 X	5 X	8	9	10 X	11 X	12 X	15	P/16	17	18	19	22	23	24	25	26	29	30				Jun	6	110
																						Total	110	110				

(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: C10	

Time and Labor Calendar = P60%TWTHF