

**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**

**80% - Monday through Thursday - Traditional (147 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	<b>TOTALS</b>		<b>CUM TOTALS</b>
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	3	3
SEPTEMBER	H/1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30				Sep	17	20
OCTOBER			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	Oct	18	38
NOVEMBER	3	4	5	6	7	10	H/11	12	13	14	17	18	19	20	21	24	25	26	H/27	H/28						Nov	11	49
DECEMBER	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	H/24	H/25	26	29	30	H/31			Dec	12	61
JANUARY				H/1	2	5	6	7	8	9	12	13	14	15	16	H/19	20	21	22	23	26	27	28	29	30	Jan	15	76
FEBRUARY	2	3	4	5	6	H/9	10	11	12	13	H/16	17	18	19	20	23	24	25	26	27						Feb	14	90
MARCH	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				Mar	18	108
APRIL			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30		Apr	14	122
MAY					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	H/25	26	27	28	29	May	15	137
JUNE	1	2	3	4	5	8	9	10	11	12	15	P/16	17	18	19	22	23	24	25	26	29	30				Jun	10	147
<b>Total</b>																										<b>147</b>	<b>147</b>	<b>147</b>

\_\_\_\_\_  
(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.

**Time and Labor Calendar = P80%T\_NO F**

<b>PAYROLL USE ONLY</b>	
Input Date:	
Input By:	
Paygroup:	