

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

SAN DIEGO UNIFIED SCHOOL DISTRICT
 (Payroll Department)
2008-2009 School Year Calendar
Certificated Year-Round Schedule
Calendar MUST be submitted prior to
salary being paid

X = Contract Days
H = Mandated or declared
P = Prep Days

50% Thursdays/Fridays Alternating Wednesdays (92 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 X	3 X	H/4	7	8	9	10 X	11 X	14	15	16 X	17 X	18 X	21	22	23	24	25	28	29	30	31		Jul	7	7
AUGUST					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	P/27	P/28 X	P/29 X	Aug	2	9
SEPTEMBER	H/1	2	3 X	4 X	5 X	8	9	10	11 X	12 X	15	16	17 X	18 X	19 X	22	23	24	25 X	26 X	29	30				Sep	10	19
OCTOBER			1 X	2 X	3 X	6	7	8	9 X	10 X	13	14	15 X	16 X	17 X	20	21	22	23 X	24 X	27	28	29 X	30 X	31 X	Oct	13	32
NOVEMBER	3	4	5	6 X	7 X	10	H/11	12	13 X	14 X	17	18	19	20 X	21 X	24	25	26	H/27	H/28						Nov	6	38
DECEMBER	1	2	3 X	4 X	5 X	8	9	10	11 X	12 X	15	16	17 X	18 X	19 X	22	23	H/24	H/25	26	29	30	H/31			Dec	8	46
JANUARY				H/1	2	5	6	7	8	9	12	13	14	15	16	H/19	20	21	22 X	23 X	26	27	28 X	29 X	30 X	Jan	5	51
FEBRUARY	2	3	4	5 X	6 X	H/9	10	11	12 X	13 X	H/16	17	18	19 X	20 X	23	24	25	26 X	27 X						Feb	8	59
MARCH	2	3	4	5 X	6 X	9	10	11 X	12 X	13 X	16	17	18	19 X	20 X	23	24	25 X	26 X	27 X	30	31				Mar	10	69
APRIL			1	2 X	3 X	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30		Apr	2	71
MAY					P/1 X	4	5	6 X	7 X	8 X	11	12	13	14 X	15 X	18	19	20 X	21 X	22 X	H/25	26	27	28 X	29 X	May	11	82
JUNE	1	2	3 X	4 X	5 X	8	9	10	11 X	12 X	15	16	17 X	18 X	19 X	22	23	24	25 X	26 X	29	30				Jun	10	92
(Employee Signature)						(Date)						NOTE: The prep days were part of an original proposal to standardize teacher prep days at year-round sites. Per current practice, prep days are chosen on a site-by-site basis.										Total	92	92				

 (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 = P50%YWTHF

PAYROLL USE ONLY	
Input Date:	
Input By:	
Paygroup:	