

SAN DIEGO UNIFIED SCHOOL DISTRICT

(Payroll Department)

2008-2009 School Year Calendar

Certificated Year-Round Schedule

Name: _____

EMPL ID # _____

Job Title: _____

Location Name/Loc # _____

Work Telephone: _____

X = Contract Days

H = Mandated or declared

P = Prep Days

**Calendar MUST be submitted prior to
salary being paid**

60% Monday/Tuesday/Wednesday (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 X	2 X	3	H/4	7 X	8 X	9 X	10	11	14 X	15 X	16 X	17	18	21 X	22	23	24	25	28	29	30	31		Jul	9	9
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	Aug	2	11
SEPTEMBER	H/1	2 X	3 X	4	5	8 X	9 X	10 X	11	12	15 X	16 X	17 X	18	19	22 X	23 X	24 X	25	26	29 X	30 X				Sep	13	24
OCTOBER			1 X	2	3	6 X	7 X	8 X	9	10	13 X	14 X	15 X	16	17	20 X	21 X	22 X	23	24	27 X	28 X	29 X	30	31	Oct	13	37
NOVEMBER	3 X	4 X	5 X	6	7	10 X	H/11	12 X	13	14	17 X	18 X	19 X	20	21	24	25	26	H/27	H/28						Nov	8	45
DECEMBER	1 X	2 X	3 X	4	5	8 X	9 X	10 X	11	12	15 X	16 X	17 X	18	19	22	23	H/24	H/25	26	29	30	H/31			Dec	9	54
JANUARY				H/1	2	5	6	7	8	9	12	13	14	15	16	H/19	20 X	21 X	22	23	26 X	27 X	28 X	29	30	Jan	5	59
FEBRUARY	2 X	3 X	4 X	5	6	H/9	10 X	11 X	12	13	H/16	17 X	18 X	19	20	23 X	24 X	25 X	26	27						Feb	10	69
MARCH	2 X	3 X	4 X	5	6	9 X	10 X	11 X	12	13	16 X	17 X	18 X	19	20	23 X	24 X	25 X	26	27	30 X	31 X				Mar	14	83
APRIL			1 X	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30		Apr	1	84
MAY					P/1 X	4 X	5 X	6 X	7	8	11 X	12 X	13 X	14	15	18 X	19 X	20 X	21	22	H/25	26 X	27 X	28	29	May	12	96
JUNE	1 X	2 X	3 X	4	5	8 X	9 X	10 X	11	12	15 X	16 X	17 X	18	19	22 X	23 X	24 X	25	26	29 X	30 X				Jun	14	110
(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	110	110				

(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 = P60%YMTW