

SAN DIEGO UNIFIED SCHOOL DISTRICT

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

(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

60% Wednesday/Thursday/Friday (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	X	H/4	7	8	X	X	X	14	15	X	X	X	21	22	23	24	25	28	29	30	31		Jul	8	8
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	10
SEPTEMBER	H/1	2	X	X	X	8	9	X	X	X	15	16	X	X	X	22	23	X	X	X	29	30				Sep	12	22
OCTOBER			X	X	X	6	7	X	X	X	13	14	X	X	X	20	21	X	X	X	27	28	X	X	X	Oct	15	37
	Thanksgiving Break																											
NOVEMBER	3	4	X	X	X	10	H/11	12	X	X	17	18	X	X	X	24	25	26	H/27	H/28						Nov	8	45
	Winter Break																											
DECEMBER	1	2	X	X	X	8	9	X	X	X	15	16	X	X	X	22	23	H/24	H/25	26	29	30	H/31			Dec	9	54
	Winter Break																											
JANUARY				H/1	2	5	6	7	8	9	12	13	14	15	16	H/19	20	21	X	X	26	27	X	X	X	Jan	5	59
FEBRUARY	2	3	X	X	X	H/9	10	X	X	X	H/16	17	X	X	X	23	24	X	X	X						Feb	12	71
MARCH	2	3	X	X	X	9	10	X	X	X	16	17	X	X	X	23	24	X	X	X	30	31				Mar	12	83
	Spring Break																											
APRIL			X	X	X	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30		Apr	3	86
MAY					P/1	4	5	X	X	X	11	12	X	X	X	18	19	X	X	X	H/25	26	27	X	X	May	12	98
JUNE	1	2	X	X	X	8	9	X	X	X	15	16	X	X	X	22	23	X	X	X	29	30				Jun	12	110
																							Total	110	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.

(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%YWTHF