

SAN DIEGO UNIFIED SCHOOL DISTRICT

(Payroll Department)

2008-2009 School Year Calendar

Certificated 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**

80% Monday through Thursday (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	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	12	12
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	14
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	31
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	49
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	60
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	72
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	7	79
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	93
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	111
APRIL			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30		Apr	2	113
MAY					P/1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	H/25	26	27	28	29	May	16	129
JUNE	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30				Jun	18	147
(Employee Signature)					(Date)											Total		147	147									

Thanksgiving Break

Winter Break

Winter Break

Spring Break

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 = P80%Y_NOF

CUM TOTALS
12
14
31
49
60
72
79
93
111
113
129
147