

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**

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

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

**80% Tuesday through Friday (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 X	2 X	3 X	H/4	7	8 X	9 X	10 X	11 X	14	15 X	16 X	17 X	18 X	21	22	23	24	25	28	29	30	31		Jul	11	11
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 X	Aug	3	14
SEPTEMBER	H/1	2 X	3 X	4 X	5 X	8	9 X	10 X	11 X	12 X	15	16 X	17 X	18 X	19 X	22	23 X	24 X	25 X	26 X	29	30 X				Sep	17	31
OCTOBER			1 X	2 X	3 X	6	7 X	8 X	9 X	10 X	13	14 X	15 X	16 X	17 X	20	21 X	22 X	23 X	24 X	27	28 X	29 X	30 X	31 X	Oct	19	50
NOVEMBER	3 X	4 X	5 X	6 X	7 X	10	H/11	12	13 X	14 X	17	18 X	19 X	20 X	21 X	24	25	26	H/27	H/28						Nov	10	60
DECEMBER	1 X	2 X	3 X	4 X	5 X	8	9 X	10 X	11 X	12 X	15	16 X	17 X	18 X	19 X	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 X	21 X	22 X	23 X	26	27 X	28 X	29 X	30 X	Jan	8	80
FEBRUARY	2 X	3 X	4 X	5 X	6 X	H/9	10	11 X	12 X	13 X	H/16	17	18 X	19 X	20 X	23	24 X	25 X	26 X	27 X						Feb	14	94
MARCH	2 X	3 X	4 X	5 X	6 X	9	10 X	11 X	12 X	13 X	16	17 X	18 X	19 X	20 X	23	24 X	25 X	26 X	27 X	30	31 X				Mar	17	111
APRIL			1 X	2 X	3 X	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30		Apr	3	114
MAY					P/1 X	4	5 X	6 X	7 X	8 X	11	12 X	13 X	14 X	15 X	18	19 X	20 X	21 X	22 X	H/25	26	27 X	28 X	29 X	May	16	130
JUNE	1 X	2 X	3 X	4 X	5 X	8	9 X	10 X	11 X	12 X	15	16 X	17 X	18 X	19 X	22	23 X	24 X	25 X	26 X	29	30 X				Jun	17	147
																								<b>Total</b>	<b>147</b>	<b>147</b>		

(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 = P80%Y\_NO M**

<b>CUM TOTALS</b>
11
14
31
50

60
----

72
----

80
----

94
----

111
-----

114
-----

130
-----

147
-----