SAN DIEGO UNIFIED SCHOOL DISTRICT
Payroll Department

Time and Labor Calendar (A) = J50%Y_MTW
Time and Labor Calendar (B) = J50%Y_WTHF

Name:

Employee ID#

Job Title:

Location Name and #:

Work Telephone:

2009-2010 SCHOOL YEAR CALENDAR

Highlighted = Contract Days (A)
P = Prep Days

Highlighted = Contract Days (B)
H = Mandated Holiday

Please indicate your job share schedule by circling A or B

Calendar MUST be submitted prior to salary being paid

Year-Round Year Job Share
50/50 Split, 50% Working Mondays/Tuesdays/Alternating Wednesdays (184 Days Total)

	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	**50% Partner (A) TOTALS**		**50% Partner (B) TOTALS**	
JULY			1 B	2 B	H/3	6 A	7 A	8 B	9 B	10 B	13 A	14 A	15 B	16 B	17 B	20 A	21 A	22	23	24	27	28	29	30	31	Jul	6	Jul	8
AUGUST	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31					Aug	0	Aug	0
SEPTEMBER		1	P/2 A	P/3 B	P/4 B	H/7	8 A	9 A	10 B	11 B	14 A	15 A	16 B	17 B	18 B	21 A	22 A	23 B	24 B	25 B	28 A	29 A	30 A			Sep	10	Sep	10
OCTOBER				1 B	2 B	5 A	6 A	7 A	8 B	9 B	12 A	13 A	14 B	15 B	16 B	19 A	20 A	21 A	22 B	23 B	26 A	27 A	28 A	29 B	30 B	Oct	11	Oct	11
																Thanksgiving Break													
NOVEMBER	2 A	3 A	4 B	5 B	6 B	9 A	10 A	H/11	12 B	13 B	16 A	17 A	18 B	19 B	20 B	23	24	25	H/26	H/27	30 A					Nov	7	Nov	8
																Winter Break					Winter Break								
DECEMBER		1 A	2 A	3 B	4 B	7 A	8 A	9 B	10 B	11 B	14 A	15 A	16 A	17 B	18 B	21	22	23	H/24	H/25	28	29	30	H/31		Dec	7	Dec	7
	Winter Break																												
JANUARY					H/1	4	5	6	7	8	11	12	13	14	15	H/18	19 A	20 A	21 B	22 B	25 A	26 A	27 B	28 B	29 B	Jan	4	Jan	5
FEBRUARY	1 A	2 A	3 B	4 B	5 B	8 A	9 A	10 B	11 B	H/12	H/15	16 A	17 A	18 B	19 B	22 A	23 A	24 A	25 B	26 B						Feb	9	Feb	9
																					Spring Break								
MARCH	1 A	2 A	3 A	4 B	5 B	8 A	9 A	10 B	11 B	12 B	15 A	16 A	17 A	18 B	19 B	22 A	23 A	24 A	25 B	26 B	29	30	31			Mar	11	Mar	9
	Spring Break																												
APRIL				1	2	5	6	7	8	9	12	13	14	15	16	P/19 A	20 A	21 B	22 B	23 B	26 A	27 A	28 B	29 B	30 B	Apr	4	Apr	6
MAY	3 A	4 A	5 A	6 B	7 B	10 A	11 A	12 A	13 B	14 B	17 A	18 A	19 B	20 B	21 B	24 A	25 A	26 A	27 B	28 B	H/31					May	11	May	9
JUNE		1 A	2 A	3 B	4 B	7 A	8 A	9 A	10 B	11 B	14 A	15 A	16 A	17 B	18 B	21 A	22 A	23 B	24 B	25 B	28 A	29 A	30 B			Jun	12	Jun	10
																										Total	**92**	**Total**	**92**

(Employee Signature) (Date)

Job Share Partner's Name

PAYROLL USE ONLY
Input Date:
Input By:
Pay Group: C12

(Principal/Department Head Signature) (Date)

I have discussed this work schedule with the employee and am approving it in order to meet program requirements.