

Name: _____
 Employee ID#: _____
 Job Title: _____
 Location Name and #: _____
 Work Telephone: _____

2009-2010 SCHOOL YEAR CALENDAR

Highlighted = Contract Days (A)

Highlighted = Contract Days (B)

P = Prep Days

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
 60/40 Split, 60% Working Wednesdays/Thursdays/Fridays (184 Days Total)

60% Partner (A) 40% Partner (B)

| | 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 | | TOTALS | |
|-----------|--------|--------|----------|----------|----------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|-----------|---------|---------|---------|---------|---------|---------|---------|---------|--------------|------------|--------------|-----------|----|
| JULY | | | 1 A | 2 A | H/3 | 6 B | 7 B | 8 A | 9 A | 10 A | 13 B | 14 B | 15 A | 16 A | 17 A | 20 B | 21 B | | | | 27 | 28 | 29 | 30 | 31 | Jul | 8 | Jul | 6 |
| 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 A | P/4 A | H/7 | 8 B | 9 A | 10 A | 11 A | 14 B | 15 B | 16 A | 17 A | 18 A | 21 B | 22 B | 23 A | 24 A | 25 A | 28 B | 29 B | 30 A | | | Sep | 13 | Sep | 7 |
| OCTOBER | | | | 1 A | 2 A | 5 B | 6 B | 7 A | 8 A | 9 A | 12 B | 13 B | 14 A | 15 A | 16 A | 19 B | 20 B | 21 A | 22 A | 23 A | 26 B | 27 B | 28 A | 29 A | 30 A | Oct | 14 | Oct | 8 |
| NOVEMBER | 2 B | 3 B | 4 A | 5 A | 6 A | 9 B | 10 B | H/11 | 12 A | 13 A | 16 B | 17 B | 18 A | 19 A | 20 A | 23 | 24 | 25 | H/26 | H/27 | 30 B | | | | | Nov | 8 | Nov | 7 |
| DECEMBER | | 1 B | 2 A | 3 A | 4 A | 7 B | 8 B | 9 A | 10 A | 11 A | 14 B | 15 B | 16 A | 17 A | 18 A | 21 | 22 | 23 | H/24 | H/25 | 28 | 29 | 30 | H/31 | | Dec | 9 | Dec | 5 |
| JANUARY | | | | | H/1 | 4 | 5 | 6 | 7 | 8 | 11 | 12 | 13 | 14 | 15 | H/18 | 19 B | 20 A | 21 A | 22 A | 25 B | 26 B | 27 A | 28 A | 29 A | Jan | 6 | Jan | 3 |
| FEBRUARY | 1 B | 2 B | 3 A | 4 A | 5 A | 8 B | 9 B | 10 A | 11 A | H/12 | H/15 | 16 B | 17 B | 18 A | 19 A | 22 B | 23 B | 24 A | 25 A | 26 A | | | | | | Feb | 10 | Feb | 8 |
| MARCH | 1 B | 2 B | 3 A | 4 A | 5 A | 8 B | 9 B | 10 A | 11 A | 12 A | 15 B | 16 B | 17 A | 18 A | 19 A | 22 B | 23 B | 24 A | 25 A | 26 A | 29 | 30 | 31 | | | Mar | 12 | Mar | 8 |
| APRIL | | | | 1 | 2 | 5 | 6 | 7 | 8 | 9 | 12 | 13 | 14 | 15 | 16 | P/19 B | 20 B | 21 A | 22 A | 23 A | 26 B | 27 B | 28 A | 29 A | 30 A | Apr | 6 | Apr | 4 |
| MAY | 3 B | 4 B | 5 A | 6 A | 7 A | 10 B | 11 B | 12 A | 13 A | 14 A | 17 B | 18 B | 19 A | 20 A | 21 A | 24 B | 25 B | 26 A | 27 A | 28 A | H/31 | | | | | May | 12 | May | 8 |
| JUNE | | 1 B | 2 B | 3 A | 4 A | 7 B | 8 B | 9 A | 10 A | 11 A | 14 B | 15 B | 16 A | 17 A | 18 A | 21 B | 22 B | 23 A | 24 A | 25 A | 28 B | 29 B | 30 A | | | Jun | 12 | Jun | 10 |
| | | | | | | | | | | | | | | | | | | | | | | | | | Total | 110 | Total | 74 | |

(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.