

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  
 80/20 Split, 20% Working Mondays (184 Days Total)

80% Partner (A)      20% 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 A	8 A	9 A	10 A	13 B	14 A	15 A	16 A	17 A	20 B	21 A				27	28	29	30	31	Jul	11	Jul	3
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 A	9 A	10 A	11 A	14 B	15 A	16 A	17 A	18 A	21 B	22 A	23 A	24 A	25 A	28 B	29 A	30 A			Sep	17	Sep	3
OCTOBER				1 A	2 A	5 B	6 A	7 A	8 A	9 A	12 B	13 A	14 A	15 A	16 A	19 B	20 A	21 A	22 A	23 A	26 B	27 A	28 A	29 A	30 A	Oct	18	Oct	4
NOVEMBER	2 B	3 A	4 A	5 A	6 A	9 B	10 B	H/11	12 A	13 A	16 B	17 A	18 A	19 A	20 A	23	24	25	H/26	H/27	30 B					Nov	10	Nov	5
DECEMBER		1 A	2 A	3 A	4 A	7 B	8 A	9 A	10 A	11 A	14 B	15 A	16 A	17 A	18 A	21	22	23	H/24	H/25	28	29	30	H/31		Dec	12	Dec	2
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 A	27 A	28 A	29 A	Jan	7	Jan	2
FEBRUARY	1 B	2 A	3 A	4 A	5 A	8 B	9 A	10 A	11 A	H/12	H/15	16 B	17 A	18 A	19 A	22 B	23 A	24 A	25 A	26 A						Feb	14	Feb	4
MARCH	1 B	2 A	3 A	4 A	5 A	8 B	9 A	10 A	11 A	12 A	15 B	16 A	17 A	18 A	19 A	22 B	23 A	24 A	25 A	26 A	29	30	31			Mar	16	Mar	4
APRIL				1	2	5	6	7	8	9	12	13	14	15	16	P/19 B	20 A	21 A	22 A	23 A	26 B	27 A	28 A	29 A	30 A	Apr	8	Apr	2
MAY	3 B	4 A	5 A	6 A	7 A	10 B	11 A	12 A	13 A	14 A	17 B	18 A	19 A	20 A	21 A	24 B	25 A	26 A	27 A	28 A	H/31					May	16	May	4
JUNE		1 A	2 A	3 A	4 A	7 B	8 A	9 A	10 A	11 A	14 B	15 A	16 A	17 A	18 A	21 B	22 A	23 A	24 A	25 A	28 B	29 A	30 A			Jun	18	Jun	4
<b>Total</b>																					<b>147</b>	<b>Total</b>	<b>37</b>						

(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.