

SAN DIEGO UNIFIED SCHOOL DISTRICT

(Payroll Department)

2009-2010 School Year Calendar

Certificated Traditional Schedule

Name: _____
 EMPL ID # _____
 Job Title: _____
 Location Name/Loc # _____
 Work Telephone: _____

X = Contract Days

H = Mandated or declared

P = Prep Days

40% - Thursday/Friday - Traditional (74 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	H/3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	Jul	0	0
AUGUST	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31					Aug	0	0
SEPTEMBER		1	P/2	P/3	P/4 X	H/7	8	9	10 X	11 X	14	15	16	17 X	18 X	21	22	23	24 X	25 X	28	29	30			Sep	7	7
OCTOBER				1 X	2 X	5	6	7	8 X	9 X	12	13	14	15 X	16 X	19	20	21	22 X	23 X	26	27	28	29 X	30 X	Oct	10	17
NOVEMBER	2	3	4	5 X	6 X	9	10	H/11	12 X	13 X	16	17	18	19 X	20 X	23	24	25	H/26	H/27	30					Nov	6	23
DECEMBER		1	2	3 X	4 X	7	8	9	10 X	11 X	14	15	16	17 X	18 X	21	22	23	H/24	H/25	28	29	30	H/31		Dec	6	29
JANUARY					H/1	4	5	6	7 X	8 X	11	12	13	14 X	15 X	H/18	19	20	21 X	22 X	25	26	27	28 X	29 X	Jan	8	37
FEBRUARY	1	2	3	4 X	5 X	8	9	10	11 X	H/12	H/15	16	17	18 X	19 X	22	23	24	25 X	26 X						Feb	7	44
MARCH	1	2	3	4 X	5 X	8	9	10	11 X	12 X	15	16	17	18 X	19 X	22	23	24	25 X	26 X	29	30	31			Mar	8	52
APRIL				1	2	5	6	7	8 X	9 X	12	13	14	15 X	16 X	19	20	21	22 X	23 X	26	27	28	29 X	30 X	Apr	8	60
MAY	3	4	5	6 X	7 X	10	11	12	13 X	14 X	17	18	19	20 X	21 X	24	25	26	27 X	28 X	H/31					May	8	68
JUNE		1	2	3 X	4 X	7	8	9	10 X	11 X	14	15	16	17 X	18 X	21	P/22	23	24	25	28	29	30			Jun	6	74
																							Total	74	74			

Thanksgiving Break

Winter Break

Winter Break

Winter Break

Spring Break

Spring Break

(Employee Signature)

(Date)

Calendar MUST be submitted prior to salary being paid.

(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 = P40%T_THF