

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

50% - Monday/Tuesday/Alternating Wednesday - Traditional (92 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 X	P/3 X	P/4	H/7	8 X	9 X	10	11	14 X	15 X	16 X	17	18	21 X	22 X	23	24	25	28 X	29 X	30			Sep	11	11	
OCTOBER				1	2	5 X	6 X	7 X	8	9	12 X	13 X	14	15	16	19 X	20 X	21 X	22	23	26 X	27 X	28 X	29	30	Oct	11	22	
NOVEMBER	2 X	3 X	4	5	6	9 X	10 X	H/11	12	13	16 X	17 X	18 X	19	20	23	24	25	H/26	H/27	30 X					Nov	8	30	
DECEMBER		1 X	2	3	4	7 X	8 X	9 X	10	11	14 X	15 X	16	17	18	21	22	23	H/24	H/25	28	29	30	H/31		Dec	6	36	
JANUARY					H/1	4 X	5 X	6	7	8	11 X	12 X	13 X	14	15	H/18	19 X	20 X	21	22	25 X	26 X	27	28	29	Jan	9	45	
FEBRUARY	1 X	2 X	3 X	4	5	8 X	9 X	10	11	H/12	H/15	16 X	17 X	18	19	22 X	23 X	24 X	25	26						Feb	10	55	
MARCH	1 X	2 X	3 X	4	5	8 X	9 X	10	11	12	15 X	16 X	17 X	18	19	22 X	23 X	24	25	26	29	30	31			Mar	10	65	
APRIL				1	2	5 X	6 X	7 X	8	9	12 X	13 X	14	15	16	19 X	20 X	21 X	22	23	26 X	27 X	28	29	30	Apr	10	75	
MAY	3 X	4 X	5 X	6	7	10 X	11 X	12	13	14	17 X	18 X	19 X	20	21	24 X	25 X	26	27	28	H/31					May	10	85	
JUNE		1 X	2 X	3	4	7 X	8 X	9	10	11	14 X	15 X	16	17	18	21 X	P/22	23	24	25	28	29	30			Jun	7	92	
(Employee Signature)						(Date)						Calendar MUST be submitted prior to salary being paid.															Total	92	92

(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.

Time and Labor Calendar = P50%TMTW

PAYROLL USE ONLY	
Input Date:	
Input By:	
Paygroup:	