

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% - Thursday/Friday/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 | P/3 X | P/4 X | H/7 | 8 | 9 | 10 X | 11 X | 14 | 15 | 16 | 17 X | 18 X | 21 | 22 | 23 X | 24 X | 25 X | 28 | 29 | 30 X | | | Sep | 10 | 10 |
| OCTOBER | | | | 1 X | 2 X | 5 | 6 | 7 | 8 X | 9 X | 12 | 13 | 14 X | 15 X | 16 X | 19 | 20 | 21 | 22 X | 23 X | 26 | 27 | 28 | 29 X | 30 X | Oct | 11 | 21 |
| NOVEMBER | 2 | 3 | 4 X | 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 | 7 | 28 |
| DECEMBER | | 1 | 2 X | 3 X | 4 X | 7 | 8 | 9 | 10 X | 11 X | 14 | 15 | 16 X | 17 X | 18 X | 21 | 22 | 23 | H/24 | H/25 | 28 | 29 | 30 | H/31 | | Dec | 8 | 36 |
| JANUARY | | | | | H/1 | 4 | 5 | 6 X | 7 X | 8 X | 11 | 12 | 13 | 14 X | 15 X | H/18 | 19 | 20 | 21 X | 22 X | 25 | 26 | 27 X | 28 X | 29 X | Jan | 10 | 46 |
| FEBRUARY | 1 | 2 | 3 | 4 X | 5 X | 8 | 9 | 10 X | 11 X | H/12 | H/15 | 16 | 17 X | 18 X | 19 X | 22 | 23 | 24 | 25 X | 26 X | | | | | | Feb | 9 | 55 |
| 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 X | 25 X | 26 X | 29 | 30 | 31 | | | Mar | 9 | 64 |
| APRIL | | | | 1 | 2 | 5 | 6 | 7 | 8 X | 9 X | 12 | 13 | 14 X | 15 X | 16 X | 19 | 20 | 21 | 22 X | 23 X | 26 | 27 | 28 X | 29 X | 30 X | Apr | 10 | 74 |
| MAY | 3 | 4 | 5 | 6 X | 7 X | 10 | 11 | 12 X | 13 X | 14 X | 17 | 18 | 19 | 20 X | 21 X | 24 | 25 | 26 X | 27 X | 28 X | H/31 | | | | | May | 10 | 84 |
| JUNE | | 1 | 2 | 3 X | 4 X | 7 | 8 | 9 X | 10 X | 11 X | 14 | 15 | 16 X | 17 X | 18 X | 21 | P/22 | 23 | 24 | 25 | 28 | 29 | 30 | | | Jun | 8 | 92 |
| | | | | | | | | | | | | | | | | | | | | | | | | Total | 92 | 92 | | |

(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.

Time and Labor Calendar = P50%TWTHF

| | |
|-------------------------|--|
| PAYROLL USE ONLY | |
| Input Date: | |
| Input By: | |
| Paygroup: C10 | |