

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

80% - Monday through Thursday - Traditional (147 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	H/7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30			Sep	16	16
OCTOBER				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	Oct	17	33
NOVEMBER	2	3	4	5	6	9	10	H/11	12	13	16	17	18	19	20	23	24	25	H/26	H/27	30					Nov	12	45
DECEMBER		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	H/24	H/25	28	29	30	H/31		Dec	11	56
JANUARY					H/1	4	5	6	7	8	11	12	13	14	15	H/18	19	20	21	22	25	26	27	28	29	Jan	15	71
FEBRUARY	1	2	3	4	5	8	9	10	11	H/12	H/15	16	17	18	19	22	23	24	25	26						Feb	15	86
MARCH	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			Mar	16	102
APRIL				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	Apr	16	118
MAY	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	H/31					May	16	134
JUNE		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	P/22	23	24	25	28	29	30			Jun	13	147
Total																										147	147	

 (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 = P80%T_NO F

PAYROLL USE ONLY	
Input Date:	_____
Input By:	_____
Paygroup:	_____