

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

(Payroll Department)

**2009-2010 School Year Calendar**

**Certificated Year-Round Schedule**

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

**Calendar MUST be submitted prior to  
salary being paid**

**X = Contract Days**  
**H = Mandated or declared**  
**P = Prep Days**

**50% Monday/Tuesday Alternating Wednesday (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	P/4	H/7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30			Sep	0	0
OCTOBER				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	Oct	0	0
<b>Thanksgiving Break</b>																												
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	0	0
<b>Winter Break</b>																												
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	0	0
<b>Winter Break</b>																												
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	0	0
FEBRUARY	1	2	3	4	5	8	9	10	11	H/12	H/15	16	17	18	19	22	23	24	25	26						Feb	0	0
<b>Spring Break</b>																												
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	0	0
<b>Spring Break</b>																												
APRIL				1	2	5	6	7	8	9	12	13	14	15	16	P/19	20	21	22	23	26	27	28	29	30	Apr	0	0
MAY	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	H/31					May	0	0
JUNE		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30			Jun	0	0
(Employee Signature)						(Date)						NOTE: The prep days were part of an original proposal to standardize teacher prep days at year-round sites. Per current practice, prep days are chosen on a site-by-site basis.										Total	0	0				

\_\_\_\_\_  
 (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: C12

**Time and Labor Calendar = P50%YMTW**