

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

SAN DIEGO UNIFIED SCHOOL DISTRICT
 (Payroll Department)
2009-2010 School Year Calendar
Certificated Year-Round Schedule
Calendar MUST be submitted prior to
salary being paid

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

50% Thursdays/Fridays Alternating Wednesdays (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 X	2 X	H/3	6	7	8 X	9 X	10 X	13	14	15 X	16 X	17 X	20	21	22	23	24	27	28	29	30	31	Jul	8	8
AUGUST	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31					Aug	0	8
SEPTEMBER		1	P/2	P/3 X	P/4 X	H/7	8	9	10 X	11 X	14	15	16 X	17 X	18 X	21	22	23 X	24 X	25 X	28	29	30			Sep	10	18
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	29
NOVEMBER	2	3	4 X	5 X	6 X	9	10	H/11	12 X	13 X	16	17	18 X	19 X	20 X	23	24	25	H/26	H/27	30					Nov	8	37
DECEMBER		1	2	3 X	4 X	7	8	9 X	10 X	11 X	14	15	16	17 X	18 X	21	22	23	H/24	H/25	28	29	30	H/31		Dec	7	44
JANUARY					H/1	4	5	6	7	8	11	12	13	14	15	H/18	19	20	21 X	22 X	25	26	27 X	28 X	29 X	Jan	5	49
FEBRUARY	1	2	3 X	4 X	5 X	8	9	10 X	11 X	H/12	H/15	16	17	18 X	19 X	22	23	24	25 X	26 X						Feb	9	58
MARCH	1	2	3	4 X	5 X	8	9	10 X	11 X	12 X	15	16	17	18 X	19 X	22	23	24	25 X	26 X	29	30	31			Mar	9	67
APRIL				1	2	5	6	7	8	9	12	13	14	15	16	P/19	20	21 X	22 X	23 X	26	27	28 X	29 X	30 X	Apr	6	73
MAY	3	4	5	6 X	7 X	10	11	12	13 X	14 X	17	18	19 X	20 X	21 X	24	25	26	27 X	28 X	H/31					May	9	82
JUNE		1	2	3 X	4 X	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			Jun	10	92
(Employee Signature)											(Date)											Total	92	92				

Thanksgiving Break

Winter Break

Winter Break

Winter Break

Spring Break

Spring Break

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.

 (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: _____