

SAN DIEGO UNIFIED SCHOOL DISTRICT

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

(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

60% Wednesday/Thursday/Friday (110 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 X	P/3 X	P/4 X	H/7	8	9 X	10 X	11 X	14	15	16 X	17 X	18 X	21	22	23 X	24 X	25 X	28	29	30 X			Sep	13	21					
OCTOBER				1 X	2 X	5	6	7 X	8 X	9 X	12	13	14 X	15 X	16 X	19	20	21 X	22 X	23 X	26	27	28 X	29 X	30 X	Oct	14	35					
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	Thanksgiving Break					30					Nov	8	43					
DECEMBER		1	2 X	3 X	4 X	7	8	9 X	10 X	11 X	14	15	16 X	17 X	18 X	Winter Break					Winter Break					28	29	30	H/31	Dec	9	52	
JANUARY					H/1	4	5	6	7	8	11	12	13	14	15	H/18	19	20 X	21 X	22 X	25	26	27 X	28 X	29 X						Jan	6	58
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 X	25 X	26 X	Spring Break										Feb	10	68
MARCH	1	2	3 X	4 X	5 X	8	9	10 X	11 X	12 X	15	16	17 X	18 X	19 X	22	23	24 X	25 X	26 X	29	30	31			Mar	12	80					
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	86					
MAY	3	4	5 X	6 X	7 X	10	11	12 X	13 X	14 X	17	18	19 X	20 X	21 X	24	25	26 X	27 X	28 X	H/31					May	12	98					
JUNE		1	2	3 X	4 X	7	8	9 X	10 X	11 X	14	15	16 X	17 X	18 X	21		23 X	24 X	25 X	28	29	30 X			Jun	12	110					
(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		110		110																							

 (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 = P60%YWTHF

PAYROLL USE ONLY

Input Date: _____
 Input By: _____
 Paygroup: _____