

SAN DIEGO UNIFIED SCHOOL DISTRICT

(Payroll Department)

2009-2010 School Year Calendar

Certificated Schedule

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

X = Contract Days

H = Mandated or declared

P = Prep Days

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

80% Monday through Thursday (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 X	2 X	H/3	6 X	7 X	8 X	9 X	10	13 X	14 X	15 X	16 X	17	20 X	21 X	22	23	24	27	28	29	30	31	Jul	12	12
AUGUST	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31					Aug	0	12
SEPTEMBER		1	P/2 X	P/3 X	P/4	H/7	8 X	9 X	10 X	11	14 X	15 X	16 X	17 X	18	21 X	22 X	23 X	24 X	25	28 X	29 X	30 X			Sep	16	28
OCTOBER				1 X	2	5 X	6 X	7 X	8 X	9	12 X	13 X	14 X	15 X	16	19 X	20 X	21 X	22 X	23	26 X	27 X	28 X	29 X	30	Oct	17	45
NOVEMBER	2 X	3 X	4 X	5 X	6	9 X	10 X	H/11	12	13	16 X	17 X	18 X	19 X	20	23	24	25	H/26	H/27	30 X					Nov	11	56
DECEMBER		1 X	2 X	3 X	4	7 X	8 X	9 X	10 X	11	14 X	15 X	16 X	17 X	18	21	22	23	H/24	H/25	28	29	30	H/31		Dec	11	67
JANUARY					H/1	4	5	6	7	8	11	12	13	14	15	H/18	19 X	20 X	21 X	22	25 X	26 X	27 X	28 X	29	Jan	7	74
FEBRUARY	1 X	2 X	3 X	4 X	5	8 X	9 X	10 X	11 X	H/12	H/15	16 X	17 X	18 X	19	22 X	23 X	24 X	25 X	26						Feb	15	89
MARCH	1 X	2 X	3 X	4 X	5	8 X	9 X	10 X	11 X	12	15 X	16 X	17 X	18 X	19	22 X	23 X	24 X	25 X	26	29	30	31			Mar	16	105
APRIL				1	2	5	6	7	8	9	12	13	14	15	16	P/19	20 X	21 X	22 X	23	26 X	27 X	28 X	29 X	30	Apr	8	113
MAY	3 X	4 X	5 X	6 X	7	10 X	11 X	12 X	13 X	14	17 X	18 X	19 X	20 X	21	24 X	25 X	26 X	27 X	28	H/31					May	16	129
JUNE		1 X	2 X	3 X	4	7 X	8 X	9 X	10 X	11	14 X	15 X	16 X	17 X	18	21 X	22 X	23 X	24 X	25	28 X	29 X	30 X			Jun	18	147
(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	147	147		

(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.

(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:

Time and Labor Calendar = P80%Y_NOF

CUM TOTALS
12
12
28
45

56

67
74
89
105

113
129
147