

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

2009- 2010 School Year Calendar
 Certificated Schedule

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

INSTRUCTIONS: Indicate full workday = " X ". The total number of service days for 2009-2010 is 184 for full-time assignments. If you will be working the same percentage of every day in the 184 day traditional work schedule, simply check the area as indicated below and submit the signed calendar.

	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	
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	
AUGUST	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31					Aug	
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	
OCTOBER				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	Oct	
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	
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	
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	
FEBRUARY	1	2	3	4	5	8	9	10	11	H/12	H/15	16	17	18	19	22	23	24	25	26						Feb	
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	
APRIL				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	Apr	
MAY	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	H/31					May	
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	
																										Total	

(Employee Signature) _____

(Date) _____

_____ Please check here if you will be working the same percentage of every day for the total 184 day contract.

(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: _____