

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Payroll Department**

**2019-2020 School Year Calendar**

**Certificated Schedule**

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

**X = Contract Days**

**H = Mandated or Declared Holiday**

**P = Prep Days**

**50% - Wednesday through Friday - Traditional (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	
JULY	1	2	3	H/4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			Jul	0
AUGUST				1	2	5	6	7	8	9	12	13	14	15	16	19	20	P/21 X	P/22 X	P/23	26	27	28 X	29 X	30 X	Aug	5
SEPTEMBER	H/2	3	4	5 X	6 X	9	10	11	12 X	13 X	16	17	18	19 X	20 X	23	24	25 X	26 X	27 X	30					Sep	9
OCTOBER		1	2	3 X	4 X	7	8	9 X	10 X	11 X	14	15	16	17 X	18 X	21	22	23 X	24 X	25 X	28	29	30	31 X		Oct	11
NOVEMBER					1 X	4	5	6 X	7 X	8 X	H/11	12	13	14 X	15 X	18	19	20 X	21 X	22 X	25	26	27	H/28	H/29	Nov	9
DECEMBER	2	3	4	5 X	6 X	9	10	11 X	12 X	13 X	16	17	18	19 X	20 X	23	H/24	H/25	26	27	30	H/31				Dec	7
JANUARY			H/1	2	3	6	7	8 X	9 X	10 X	13	14	15	16 X	17 X	H/20	21	22 X	23 X	24 X	27	28	29	30 X	31 X	Jan	10
FEBRUARY	3	4	5 X	6 X	7 X	10	11	12 X	13 X	H/14	H/17	18	19	20 X	21 X	24	25	26 X	27 X	28 X						Feb	10
MARCH	2	3	4	5 X	6 X	9	10	11 X	12 X	13 X	16	17	18	19 X	20 X	23	24	25 X	26 X	27 X	30	31				Mar	10
APRIL			1	2	3	6	7	8	9 X	10 X	13	14	15 X	16 X	17 X	20	21	22	23 X	24 X	27	28	29 X	30 X		Apr	9
MAY					1 X	4	5	6	7 X	8 X	11	12	13 X	14 X	15 X	18	19	20 X	21 X	22	H/25	26	27	28 X	29 X	May	10
JUNE	1	2	3	4 X	5 X	8	9	P/10	11	12	15	16	17	18	19	22	23	24	25	26	29	30				Jun	2
																										<b>Total</b>	<b>92</b>

\_\_\_\_\_  
 (Employee Signature) (Date)

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

\_\_\_\_\_  
 (Principal/Department Head Signature) (Date)

<b>PAYROLL USE ONLY</b>	
Input Date:	
Input By:	
Pay Group:	

I have discussed this work schedule with the employee and am approving it in order to meet instructional/program requirements.

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