# SAN DIEGO UNIFIED SCHOOL DISTRICT 

## Payroll Department

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

60\% - Monday through Wednesday - Traditional (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 | TO |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 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 | $\begin{array}{\|c\|} \hline \mathrm{P} / 21 \\ \mathrm{X} \\ \hline \end{array}$ | P/22 | P/23 | 26 <br> $\mathbf{X}$ | $\begin{gathered} 27 \\ \mathbf{x} \\ \hline \end{gathered}$ | $\begin{array}{\|c\|} \hline 28 \\ \mathbf{x} \\ \hline \end{array}$ | 29 | 30 | Aug | 4 |
| SEPTEMBER | H/2 | 3 | $\begin{aligned} & \hline 4 \\ & \mathrm{x} \end{aligned}$ | 5 | 6 | 9 | $\begin{array}{\|c\|} \hline 10 \\ \mathbf{x} \\ \hline \end{array}$ | $\begin{aligned} & \hline 11 \\ & \mathrm{x} \end{aligned}$ | 12 | 13 | $\begin{aligned} & \hline 16 \\ & \mathrm{x} \end{aligned}$ | $\begin{aligned} & \hline 17 \\ & \mathrm{X} \end{aligned}$ | $\begin{gathered} 18 \\ \mathrm{x} \\ \hline \end{gathered}$ | 19 | 20 | $\begin{gathered} 23 \\ \mathbf{x} \end{gathered}$ | $\begin{gathered} \hline 24 \\ \mathbf{X} \\ \hline \end{gathered}$ | $\begin{gathered} 25 \\ \mathbf{x} \end{gathered}$ | 26 | 27 | $\begin{gathered} 30 \\ \mathbf{x} \end{gathered}$ |  |  |  |  | Sep | 12 |
| OCTOBER |  | 1 | ( X | 3 | 4 | x <br> 7 <br> $\mathbf{x}$ | $\begin{aligned} & \hline 8 \\ & \mathrm{x} \\ & \hline \end{aligned}$ | $\begin{aligned} & \hline 9 \\ & \mathrm{x} \\ & \hline \end{aligned}$ | 10 | 11 | $\begin{aligned} & \hline 14 \\ & \mathrm{X} \\ & \hline \end{aligned}$ | $\begin{aligned} & \hline 15 \\ & \mathrm{x} \end{aligned}$ | $\begin{array}{c\|} \hline 16 \\ \mathrm{x} \\ \hline \end{array}$ | 17 | 18 | 21 X | $\begin{array}{\|c\|} \hline 22 \\ \mathbf{x} \\ \hline \end{array}$ | $\begin{gathered} 23 \\ \mathbf{x} \\ \hline \end{gathered}$ | 24 | 25 | $\begin{gathered} \hline 28 \\ \mathbf{x} \\ \hline \end{gathered}$ | $\begin{array}{\|c\|} \hline 29 \\ \mathbf{X} \\ \hline \end{array}$ | $\begin{array}{\|c\|} \hline 30 \\ \mathbf{x} \\ \hline \end{array}$ | 31 |  | Oct | 14 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | anks | givin | g Br | -ak |  |  |
| NOVEMBER |  |  |  |  | 1 | 4 <br> $\mathbf{X}$ | $\begin{aligned} & \hline 5 \\ & \mathrm{x} \\ & \hline \end{aligned}$ | $\begin{aligned} & \hline 6 \\ & \mathrm{x} \\ & \hline \end{aligned}$ | 7 | 8 |  | $\begin{aligned} & \hline 12 \\ & \mathrm{x} \\ & \hline \end{aligned}$ | $\begin{array}{\|c\|} \hline 13 \\ \mathbf{x} \\ \hline \end{array}$ | 14 | 15 | $\begin{array}{\|c\|} \hline 18 \\ \mathbf{x} \\ \hline \end{array}$ | $\begin{array}{\|c\|} \hline 19 \\ \mathbf{X} \\ \hline \end{array}$ | $\begin{array}{\|c\|} \hline 20 \\ \mathbf{x} \\ \hline \end{array}$ |  | 22 | 25 | 26 | 27 | H/28 | H/29 | Nov | 8 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Wint | ter Br | 崖 |  |  | Win | nter | Break |  |  |  |
| DECEMBER | $\begin{aligned} & 2 \\ & x \end{aligned}$ | 3 <br> X | $\begin{aligned} & 4 \\ & x \end{aligned}$ | 5 | 6 | 9 <br> $\mathbf{X}$ | $\begin{array}{\|c} \hline 10 \\ \mathrm{X} \\ \hline \end{array}$ | $\begin{aligned} & 11 \\ & \mathrm{x} \end{aligned}$ | 12 | 13 | $\begin{gathered} 16 \\ \mathbf{x} \end{gathered}$ | $\begin{aligned} & 17 \\ & \mathrm{X} \end{aligned}$ | $\begin{array}{c\|} \hline 18 \\ \mathbf{x} \end{array}$ | 19 | 20 | 23 | H/24 | H/25 | 26 | 27 | 30 | H/31 |  |  |  | Dec | 9 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| JANUARY |  |  | H/1 | 2 | 3 | 6 <br> $\mathbf{X}$ | 7 <br> $\mathbf{X}$ <br> 1 | 8 <br> $\mathbf{X}$ | 9 | 10 | $\begin{gathered} 13 \\ \mathbf{x} \\ \hline \end{gathered}$ | 14 <br> $\mathbf{X}$ | $\begin{array}{\|c\|} \hline 15 \\ \mathbf{x} \\ \hline \end{array}$ | 16 | 17 | H/20 | $\begin{array}{\|c\|} \hline 21 \\ \mathbf{x} \\ \hline \end{array}$ | $\begin{array}{c\|} \hline 22 \\ \mathbf{x} \\ \hline \end{array}$ | 23 | 24 | $\begin{array}{c\|} \hline 27 \\ \mathbf{x} \\ \hline \end{array}$ | $\begin{array}{\|c\|} \hline 28 \\ \mathbf{X} \\ \hline \end{array}$ | $\begin{array}{\|c\|} \hline 29 \\ \mathbf{x} \\ \hline \end{array}$ | 30 | 31 | Jan | 11 |
| FEBRUARY | $\begin{aligned} & \hline 3 \\ & \mathrm{x} \\ & \hline \end{aligned}$ | 4 | 5 $\times$ | 6 | 7 | 10 <br> $\mathbf{X}$ | $\begin{array}{\|c\|} \hline 11 \\ \mathrm{X} \\ \hline \end{array}$ | $\begin{gathered} \hline 12 \\ \mathrm{x} \\ \hline \end{gathered}$ | 13 | H/14 | H/17 | $\begin{aligned} & \hline 18 \\ & \mathrm{x} \\ & \hline \end{aligned}$ | $\begin{gathered} \hline 19 \\ \mathbf{x} \\ \hline \end{gathered}$ | 20 | 21 | $\begin{array}{c\|} \hline 24 \\ \mathbf{x} \\ \hline \end{array}$ | $\begin{array}{\|c\|} \hline 25 \\ \mathbf{X} \\ \hline \end{array}$ | $\begin{array}{c\|} \hline 26 \\ \mathbf{x} \\ \hline \end{array}$ | 27 | 28 |  |  |  |  |  | Feb | 11 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Spri | ng B | reak |  |  |  |
| MARCH | $\begin{aligned} & \hline 2 \\ & \mathrm{x} \end{aligned}$ | $\begin{aligned} & \hline 3 \\ & \mathrm{X} \\ & \hline \end{aligned}$ | $\begin{array}{r} 4 \\ \mathrm{x} \end{array}$ | 5 | 6 | 9 <br> $\mathbf{X}$ | $\begin{array}{\|c\|} \hline 10 \\ \mathbf{x} \\ \hline \end{array}$ | $\begin{aligned} & \hline 11 \\ & \mathrm{x} \end{aligned}$ | 12 | 13 | $\begin{gathered} 16 \\ \mathbf{x} \end{gathered}$ | $\begin{aligned} & \hline 17 \\ & \mathrm{X} \end{aligned}$ | $\begin{array}{\|c\|} \hline 18 \\ \mathbf{x} \\ \hline \end{array}$ | 19 | 20 | $\begin{array}{c\|} \hline 23 \\ \mathbf{x} \\ \hline \end{array}$ | $\begin{array}{\|c\|} \hline 24 \\ \mathbf{X} \\ \hline \end{array}$ | $\begin{gathered} 25 \\ \mathbf{X} \end{gathered}$ | 26 | 27 | 30 | 31 |  |  |  | Mar | 12 |
| APRIL |  |  | 1 | 2 | 3 | ¢ | 7 | 8 | 9 | 10 | 13 <br>  | 14 <br> X | $\begin{array}{c\|} \hline 15 \\ \mathbf{x} \\ \hline \end{array}$ | 16 | 17 | 20 | $\begin{gathered} \hline 21 \\ \mathrm{X} \\ \hline \end{gathered}$ | $\begin{gathered} \hline 22 \\ \mathrm{X} \\ \hline \end{gathered}$ | 23 | 24 | 27 | 28 <br> $\mathbf{X}$ | 29 <br> $\mathbf{X}$ | 30 |  | Apr | 12 |
| MAY |  |  |  |  | 1 | ( 4 | ( 5 | 6 <br> X | 7 | 8 | 11 <br> X | 12 <br> $\mathbf{x}$ | $\begin{array}{c\|} \hline 13 \\ \mathbf{x} \end{array}$ | 14 | 15 | 18  <br> $\mathbf{X}$  | $\begin{aligned} & 19 \\ & \mathbf{x} \end{aligned}$ | $\begin{gathered} 20 \\ \mathbf{x} \end{gathered}$ | 21 | 22 | H/25 | $\begin{gathered} 26 \\ \mathbf{x} \end{gathered}$ | $\begin{gathered} 27 \\ \mathbf{x} \end{gathered}$ | 28 | 29 | May | 11 |
| JUNE | 1 <br> x | 2 <br> X | 3 <br> X | 4 | 5 | 8 <br>  | ¢ <br>  | $P / 10$  <br> $X$  | 11 | 12 | 15 | 16 | 17 | 18 | 19 | 22 | 23 | 24 | 25 | 26 | 29 | 30 |  |  |  | Jun | 6 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | otal | 110 |
| (Employee Signature) |  |  |  |  |  | (Date) |  |  |  |  |  | Calendar MUST be submitted prior to salary being paid. |  |  |  |  |  |  |  |  |  |  |  |  | PAYROLL USE ONLY Input Date: |  |  |
| (Principal/Department Head Signature) |  |  |  |  |  | (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 $=\mathbf{P 6 0 \% T M T W}$

