

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

60% - Wednesday through Friday - Traditional (110 Days)

	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	P/22	P/23	26	27	28	29	30	Aug	5
SEPTEMBER	H/2	3	4	X	X	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30					Sep	12
OCTOBER		1	2	X	X	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	Oct	14	
NOVEMBER					1	4	5	6	7	8	H/11	12	13	14	15	18	19	20	21	22	25	26	27	H/28	H/29	Nov	9
DECEMBER	2	3	4	X	X	9	10	11	12	13	16	17	18	19	20	23	H/24	H/25	26	27	30	H/31				Dec	9
JANUARY			H/1	2	3	6	7	8	9	10	13	14	15	16	17	H/20	21	22	23	24	27	28	29	30	31	Jan	11
FEBRUARY	3	4	5	X	X	10	11	12	13	H/14	H/17	18	19	20	21	24	25	26	27	28						Feb	11
MARCH	2	3	4	X	X	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				Mar	12
APRIL			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30		Apr	11
MAY					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	H/25	26	27	28	29	May	12
JUNE	1	2	3	X	X	8	9	P/10	11	12	15	16	17	18	19	22	23	24	25	26	29	30				Jun	4
																						Total		110			

 (Employee Signature) (Date)

Calendar MUST be submitted prior to salary being paid.

PAYROLL USE ONLY

Input Date: _____
 Input By: _____
 Pay Group: _____

 (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%TWTHF