

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

80% - Monday through Thursday - Traditional (147 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	6
SEPTEMBER	H/2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30				Sep	16	
OCTOBER		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	Oct	19	
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	11
DECEMBER	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	H/24	H/25	26	27	30	H/31			Dec	12	
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	15
FEBRUARY	3	4	5	6	7	10	11	12	13	H/14	H/17	18	19	20	21	24	25	26	27	28						Feb	14
MARCH	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31			Mar	16	
APRIL			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	Apr	16	
MAY					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	H/25	26	27	28	29	May	15
JUNE	1	2	3	4	5	8	9	P/10	11	12	15	16	17	18	19	22	23	24	25	26	29	30			Jun	7	
																									Total	147	

 (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 = P80%T_NO F