

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Payroll Department**

**2019-2020 School Year Calendar**

**Certificated Schedule**

**X = Contract Days**

**H = Mandated or Declared Holiday**

**P = Prep Days**

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

**80% - Tuesday through Friday - Traditional (147 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	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	13
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	15
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	6
<b>Total</b>																								<b>147</b>			

\_\_\_\_\_  
 (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 M**