

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% - Monday/Tuesday/Alt. Wednesday -Year Round (92 Days)

	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	TOTALS						
JULY	1 X	2 X	3 X	H/4	5	8 X	9 X	10	11	12	15 X	16 X	17 X	18	19	22	23	24	25	26	2	3	4	Jul	8		
AUGUST				1	2	5	6	7	8	9	12	13	14	15	16	19	20	P/21 X	P/22 X	P/23	26 X	27 X	28	29	30	Aug	4
SEPTEMBER	H/2	3 X	4 X	5	6	9 X	10 X	11	12	13	16 X	17 X	18 X	19	20	23 X	24 X	25	26	27	30 X					Sep	10
OCTOBER		1 X	2 X	3	4	7 X	8 X	9	10	11	14 X	15 X	16 X	17	18	21 X	22 X	23	24	25	28 X	29 X	30 X	31		Oct	12
NOVEMBER					1	4 X	5 X	6	7	8	H/11	12 X	13 X	14	15	18 X	19 X	20	21	22	25	26	27	H/28	H/29	Nov	6
DECEMBER	2 X	3 X	4 X	5	6	9 X	10 X	11	12	13	16 X	17 X	18 X	19	20	23	H/24	H/25	26	27	30	H/31				Dec	8
JANUARY			H/1	2	3	6	7	8	9	10	13	14	15	16	17	H/20	21	22	23	24	27 X	28 X	29	30	31	Jan	2
FEBRUARY	3 X	4 X	5 X	6	7	10 X	11 X	12	13	H/14	H/17	18 X	19 X	20	21	24 X	25 X	26	27	28						Feb	9
MARCH	2 X	3 X	4 X	5	6	9 X	10 X	11	12	13	16 X	17 X	18 X	19	20	23 X	24 X	25	26	27	30	31				Mar	10
APRIL			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	P/24	27 X	28 X	29	30		Apr	2
MAY					1	4 X	5 X	6 X	7	8	11 X	12 X	13	14	15	18 X	19 X	20 X	21	22	H/25	26 X	27	28	29	May	9
JUNE	1 X	2 X	3 X	4	5	8 X	9 X	10	11	12	15 X	16 X	17 X	18	19	22 X	23 X	24	25	26	29 X	30 X				Jun	12
																										Total	92

 (Employee Signature) (Date)

 (Principal/Department Head Signature) (Date)

Calendar MUST be submitted prior to salary being paid.

PAYROLL USE ONLY
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%TMTW