

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% - Wednesday through Friday - Traditional (92 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		CUM TOTALS
JULY	1	2	3	H/4	5 X	8	9	10 X	11 X	12 X	15	16	17	18 X	19 X	22	23	24	25	26	2	3	4			Jul	6	6
AUGUST				1	2	5	6	7	8	9	12	13	14	15	16	19	20	P/21	P/22	P/23 X	26	27	28 X	29 X	30 X	Aug	4	10
SEPTEMBER	H/2	3	4	5 X	6 X	9	10	11 X	12 X	13 X	16	17	18	19 X	20 X	23	24	25 X	26 X	27 X	30					Sep	10	20
OCTOBER		1	2	3 X	4 X	7	8	9 X	10 X	11 X	14	15	16	17 X	18 X	21	22	23 X	24 X	25 X	28	29	30	31 X		Oct	11	31
NOVEMBER					1 X	4	5	6 X	7 X	8 X	H/11	12	13	14 X	15 X	18	19	20 X	21 X	22 X	Thanksgiving Break					Nov	9	40
DECEMBER	2	3	4	5 X	6 X	9	10	11 X	12 X	13 X	16	17	18	19 X	20 X	23	H/24	H/25	26	27	Winter Break					Dec	7	47
JANUARY			H/1	2	3	6	7	8	9	10	13	14	15	16	17	H/20	21	22	23	24	27	28	29 X	30 X	31 X	Jan	3	50
FEBRUARY	3	4	5	6 X	7 X	10	11	12 X	13 X	H/14	H/17	18	19	20 X	21 X	24	25	26 X	27 X	28 X	Spring Break					Feb	9	59
MARCH	2	3	4	5 X	6 X	9	10	11 X	12 X	13 X	16	17	18	19 X	20 X	23	24	25 X	26 X	27 X	30	31				Mar	10	69
APRIL			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	P/24 X	27	28	29 X	30 X		Apr	3	72
MAY					1 X	4	5	6	7 X	8 X	11	12	13 X	14 X	15 X	18	19	20	21 X	22	H/25	26	27 X	28 X	29 X	May	10	82
JUNE	1	2	3	4 X	5 X	8	9	10 X	11 X	12 X	15	16	17	18 X	19 X	22	23	24 X	25 X	26 X	29	30				Jun	10	92
																						Total	92					

Calendar MUST be submitted prior to salary being paid.

 (Employee Signature) (Date)

 (Principal/Department Head Signature) (Date)

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.