# SAN DIEGO UNIFIED SCHOOL DISTRICT 

Payroll Department
Name:
2019-2020 School Year Calendar

X = Contract Days
H = Mandated or Declared Holiday
P = Prep Days

## 60\% - Monday through Wednesday - Year Round (110 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 | TO |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| JULY | $\begin{aligned} & \hline 1 \\ & x \\ & \hline \end{aligned}$ | 2 | $\begin{aligned} & \hline 3 \\ & \mathrm{x} \\ & \hline \end{aligned}$ | H/4 | 5 | $\begin{aligned} & \hline 8 \\ & \mathrm{x} \\ & \hline \end{aligned}$ | $\begin{aligned} & \hline 9 \\ & \mathrm{X} \\ & \hline \end{aligned}$ | $\begin{gathered} \hline 10 \\ \mathrm{x} \\ \hline \end{gathered}$ | 11 | 12 | $\begin{array}{l\|} \hline 15 \\ \mathbf{x} \\ \hline \end{array}$ | $\begin{array}{\|c\|} \hline 16 \\ \mathbf{X} \\ \hline \end{array}$ | $\begin{array}{\|c\|} \hline 17 \\ \mathrm{X} \\ \hline \end{array}$ | 18 | 19 | 22 | 23 | 24 | 25 | 26 | 2 | 3 | 4 |  |  | Jul | 9 |
| AUGUST |  |  |  | 1 | 2 | 5 | 6 | 7 | 8 | 9 | 12 | 13 | 14 | 15 | 16 | 19 | 20 | $\begin{array}{\|c\|} \hline \mathrm{P} / 21 \\ \mathrm{X} \\ \hline \end{array}$ | $\begin{array}{\|c\|} \hline \mathrm{P} / 22 \\ \mathrm{X} \\ \hline \end{array}$ | P/23 | $\begin{gathered} \hline 26 \\ \text { X } \end{gathered}$ | $\begin{gathered} 27 \\ \mathbf{x} \\ \hline \end{gathered}$ | $\begin{array}{\|c\|} \hline 28 \\ \mathbf{X} \\ \hline \end{array}$ | 29 | 30 | Aug | 5 |
| SEPTEMBER | H/2 | 3 <br> X | $\begin{aligned} & 4 \\ & x \end{aligned}$ | 5 | 6 | $\begin{aligned} & 9 \\ & \mathrm{x} \end{aligned}$ | $\begin{array}{c\|} \hline 10 \\ \mathrm{x} \end{array}$ | $\begin{array}{c\|} \hline 11 \\ \mathbf{x} \end{array}$ | 12 | 13 | $\begin{gathered} 16 \\ \mathbf{x} \end{gathered}$ | $\begin{aligned} & 17 \\ & \mathrm{x} \end{aligned}$ | $\begin{array}{\|c\|} \hline 18 \\ \mathrm{x} \end{array}$ | 19 | 20 | $\begin{gathered} 23 \\ \mathbf{x} \end{gathered}$ | $\begin{array}{\|c\|} \hline 24 \\ \mathbf{x} \end{array}$ | $\begin{gathered} 25 \\ \mathrm{X} \end{gathered}$ | 26 | 27 | $\begin{aligned} & 30 \\ & \mathbf{x} \end{aligned}$ |  |  |  |  | Sep | 12 |
| OCTOBER |  | $\begin{aligned} & \hline 1 \\ & \mathrm{x} \\ & \hline \end{aligned}$ | $\begin{array}{r} 2 \\ \mathrm{x} \\ \hline \end{array}$ | 3 | 4 | $\begin{aligned} & \hline 7 \\ & \times \\ & \hline \end{aligned}$ | $\begin{aligned} & \hline 8 \\ & \mathrm{x} \\ & \hline \end{aligned}$ | $\begin{aligned} & \hline 9 \\ & \mathrm{x} \\ & \hline \end{aligned}$ | 10 | 11 | $\begin{gathered} 14 \\ \mathrm{X} \\ \hline \end{gathered}$ | $\begin{aligned} & \hline 15 \\ & \mathrm{x} \\ & \hline \end{aligned}$ | $\begin{array}{\|c\|} \hline 16 \\ \mathrm{x} \\ \hline \end{array}$ | 17 | 18 | $\begin{array}{\|c\|} \hline 21 \\ \mathbf{x} \\ \hline \end{array}$ | $\begin{array}{\|c\|} \hline 22 \\ \mathbf{x} \\ \hline \end{array}$ | $\begin{gathered} \hline 23 \\ \mathrm{X} \\ \hline \end{gathered}$ | 24 | 25 | $\begin{gathered} \hline 28 \\ \mathbf{x} \\ \hline \end{gathered}$ | $\begin{array}{\|c\|} \hline 29 \\ \mathbf{X} \\ \hline \end{array}$ | $\begin{array}{\|c\|} \hline 30 \\ \mathbf{X} \\ \hline \end{array}$ | 31 |  | Oct | 14 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Tha | anks | givin | g Br | , |  |  |
| NOVEMBER |  |  |  |  | 1 | $\begin{aligned} & \hline 4 \\ & \mathrm{X} \end{aligned}$ | $\begin{array}{r} 5 \\ \mathrm{x} \\ \hline \end{array}$ | $\begin{array}{r} 6 \\ \mathrm{X} \\ \hline \end{array}$ | 7 | 8 | H/11 | $\begin{aligned} & 12 \\ & \mathrm{x} \\ & \hline \end{aligned}$ | $\begin{array}{c\|} \hline 13 \\ \mathbf{x} \end{array}$ | 14 | 15 | $\begin{aligned} & 18 \\ & \mathrm{X} \\ & \hline \end{aligned}$ | $\begin{array}{\|c} \hline 19 \\ \mathbf{X} \\ \hline \end{array}$ | $\begin{array}{\|c\|} \hline 20 \\ \mathbf{X} \\ \hline \end{array}$ |  | 22 | 25 | 26 | 27 | H/28 | H/29 | Nov | 8 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Wint | ter Br | reak |  |  | Win | nter | Break |  |  |  |
| DECEMBER | $\begin{aligned} & \hline 2 \\ & x \end{aligned}$ | $\begin{aligned} & \hline 3 \\ & \mathrm{x} \end{aligned}$ | $\begin{array}{r} 4 \\ \times \\ \hline \end{array}$ |  | 6 | $\begin{aligned} & \hline 9 \\ & \mathrm{x} \\ & \hline \end{aligned}$ | $\begin{array}{c\|} \hline 10 \\ \mathbf{x} \end{array}$ | $\begin{array}{c\|} \hline 11 \\ \mathbf{x} \end{array}$ | 12 | 13 | $\begin{gathered} 16 \\ \mathbf{x} \end{gathered}$ | $\begin{array}{\|c\|} \hline 17 \\ \mathbf{x} \end{array}$ | $\begin{array}{\|c\|} \hline 18 \\ \mathbf{x} \end{array}$ |  | 20 | 23 |  | H/25 | 26 | 27 | 30 | H/31 |  |  |  | Dec | 9 |
|  |  |  | ter | reak |  |  | Win | ter B | reak |  |  | Wint | ter B | reak |  |  | Win | ter B | reak |  |  |  |  |  |  |  |  |
| JANUARY |  |  | H/1 | 2 | 3 | 6 | 7 | 8 | 9 | 10 | 13 | 14 | 15 | 16 | 17 | H/20 | 21 | 22 | 23 | 24 | 27 <br> $\mathbf{X}$ | 28 <br> $\mathbf{X}$ | 29 <br> $\mathbf{X}$ | 30 | 31 | Jan | 3 |
| FEBRUARY | $\begin{aligned} & \hline 3 \\ & \mathrm{x} \end{aligned}$ | 4 <br> X | $\begin{aligned} & 5 \\ & x \end{aligned}$ | 6 | 7 | $\begin{gathered} 10 \\ \mathrm{x} \end{gathered}$ | $\begin{array}{c\|} \hline 11 \\ \mathbf{x} \end{array}$ | $\begin{gathered} \hline 12 \\ \mathrm{x} \end{gathered}$ | 13 | H/14 | H/17 | $\begin{aligned} & \hline 18 \\ & \mathrm{X} \end{aligned}$ | $\begin{array}{c\|} \hline 19 \\ \mathbf{x} \end{array}$ | 20 | 21 | $\begin{gathered} 24 \\ \mathbf{x} \\ \hline \end{gathered}$ | $\begin{gathered} \hline 25 \\ \mathbf{x} \end{gathered}$ | $\begin{array}{c\|} \hline 26 \\ \mathbf{x} \\ \hline \end{array}$ | 27 | 28 |  |  |  |  |  | Feb | 11 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Spri | ng B | reak |  |  |  |
| MARCH | $\begin{array}{l\|} \hline 2 \\ \mathrm{x} \\ \hline \end{array}$ | 3 <br> X | $\begin{array}{r} 4 \\ \times \\ \hline \end{array}$ |  | 6 | $\begin{aligned} & \hline 9 \\ & \mathrm{X} \\ & \hline \end{aligned}$ | $\begin{array}{\|c\|} \hline 10 \\ \mathrm{x} \\ \hline \end{array}$ | $\begin{array}{\|c\|} \hline 11 \\ \mathrm{x} \\ \hline \end{array}$ | 12 | 13 | 16 <br> $\mathbf{X}$ | $\begin{array}{\|c\|} \hline 17 \\ \mathrm{X} \\ \hline \end{array}$ | $\begin{array}{\|c\|} \hline 18 \\ \mathrm{x} \\ \hline \end{array}$ |  | 20 | 23 <br> $\times$ | $\begin{array}{\|c\|} \hline 24 \\ \mathbf{x} \\ \hline \end{array}$ | $\begin{array}{c\|} \hline 25 \\ \mathbf{x} \\ \hline \end{array}$ |  | 27 | 30 | 31 |  |  |  | Mar | 12 |
|  |  |  | ng B | reak |  |  | Spri | ng Br | eak |  |  | Sprin | ng Br | eak |  |  | Sprin | ing Br | reak |  |  |  |  |  |  |  |  |
| APRIL |  |  | 1 | 2 | 3 | 6 | 7 | 8 | 9 | 10 | 13 | 14 | 15 | 16 | 17 | 20 | 21 | 22 | 23 | P/24 | 27 <br> $\mathbf{X}$ | 28 <br> X | 29 <br> $\mathbf{X}$ | 30 |  | Apr | 3 |
| MAY |  |  |  |  | 1 | 4 | [ | $\begin{aligned} & \hline 6 \\ & \mathrm{x} \end{aligned}$ | 7 | 8 | 11 <br> X | $\begin{aligned} & \hline 12 \\ & \mathrm{x} \end{aligned}$ | $\begin{array}{\|c\|} \hline 13 \\ \mathbf{x} \end{array}$ | 14 | 15 | 18 <br> $\mathbf{X}$ | 19 <br> $\mathbf{X}$ | 20 <br> $\mathbf{X}$ | 21 | 22 | H/25 | $\begin{gathered} 26 \\ \mathbf{x} \end{gathered}$ | 27 | 28 | 29 | May | 10 |
| JUNE | $\begin{aligned} & \hline 1 \\ & \mathrm{x} \end{aligned}$ | 2 | $\begin{aligned} & \hline 3 \\ & x \end{aligned}$ | 4 | 5 | 8 | ¢ P | $\begin{gathered} 10 \\ \mathrm{x} \end{gathered}$ | 11 | 12 | 15 <br> $\mathbf{X}$ | $\begin{aligned} & 16 \\ & \mathrm{X} \end{aligned}$ | 17 <br> $\mathbf{X}$ | 18 | 19 |   <br> 22  <br> $\mathbf{X}$  | (23 | 24 <br> X | 25 | 26 | 29 | 30 <br> $\mathbf{X}$ |  |  |  | Jun | 14 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Total | 110 |
| (Employee Signature) |  |  |  |  |  | (Date) |  |  |  |  | Calendar MUST be submitted prior to salary being paid. |  |  |  |  |  |  |  |  |  |  |  |  |  | PAYROLL USE ONLY Input Date: |  |  |
| (Principal/Department Head Signature) |  |  |  |  |  | (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 = P60\%TMTW

