

SAN DIEGO UNIFIED SCHOOL DISTRICT

Payroll Department

2019-2020 School Year Calendar

Certificated Schedule

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

= Contract Days

H = Mandated or Declared Holiday

P = Prep Days

60% - Wednesday through Friday - Year Round (110 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	X	H/4	X	8	9	X	X	X	15	16	X	X	X	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	P/22	P/23	26	27	X	X	X	Aug	4
SEPTEMBER	H/2	3	X	X	X	9	10	X	X	X	16	17	X	X	X	23	24	X	X	X	2			Sep	12		
OCTOBER		1	X	X	X	7	8	X	X	X	14	15	X	X	X	21	22	X	X	X	2	3	X	X	Oct	14	
NOVEMBER					X	4	5	X	X	X	H/11	12	X	X	X	18	19	X	X	X	25	26	27	H/28	H/29	Nov	10
DECEMBER	2	3	X	X	X	9	10	X	X	X	16	17	X	X	X	23	H/24	H/25		26	27	30	H/31		Dec	9	
JANUARY			H/1	2	3	6	7	8	9	10	13	14	15	16	17	H/20	21	22	23	24	27	28	X	X	X	Jan	3
FEBRUARY	3	4	X	X	X	10	11	X	X	H/14	H/17	18	X	X	X	24	25	X	X	X						Feb	11
MARCH	2	3	X	X	X	9	10	X	X	X	16	17	X	X	X	23	24	X	X	X	30	31			Mar	12	
APRIL			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	P/24	27	28	X	X	Apr	3	
MAY					X	4	5	X	X	X	11	12	X	X	X	18	19	X	X		H/25	26	27	X	X	May	12
JUNE	1	2	X	X	X	8	9	X	X	X	15	16	X	X	X	22	23	X	X	X	29	30			Jun	12	
																					Total	110					

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.