

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

80% - Monday through Thursday - Year Round (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 | | CUM TOTALS |
|-----------|--------|--------|--------|--------|---|---------|---------|---------|---------|------|---------|---------|---------|---------|----|---------|---------|-----------|-----------|------|---------|---------|---------|---------|------|--------------|------------|------------|
| JULY | 1 X | 2 X | 3 X | H/4 | 5 | 8 X | 9 X | 10 X | 11 X | 12 | 15 X | 16 X | 17 X | 18 X | 19 | 22 | 23 | 24 | 25 | 26 | 2 | 3 | 4 | | | Jul | 11 | 11 |
| 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 X | 29 X | 30 | Aug | 6 | 17 |
| SEPTEMBER | H/2 | 3 X | 4 X | 5 X | 6 | 9 X | 10 X | 11 X | 12 X | 13 | 16 X | 17 X | 18 X | 19 X | 20 | 23 X | 24 X | 25 X | 26 X | 27 | 30 X | | | | | Sep | 16 | 33 |
| OCTOBER | | 1 X | 2 X | 3 X | 4 | 7 X | 8 X | 9 X | 10 X | 11 | 14 X | 15 X | 16 X | 17 X | 18 | 21 X | 22 X | 23 X | 24 X | 25 | 28 X | 29 X | 30 X | 31 X | | Oct | 19 | 52 |
| NOVEMBER | | | | | 1 | 4 X | 5 X | 6 X | 7 X | 8 | H/11 | 12 X | 13 X | 14 X | 15 | 18 X | 19 X | 20 X | 21 X | 22 | 25 | 26 | 27 | H/28 | H/29 | Nov | 11 | 63 |
| DECEMBER | 2 X | 3 X | 4 X | 5 X | 6 | 9 X | 10 X | 11 X | 12 X | 13 | 16 X | 17 X | 18 X | 19 X | 20 | 23 | H/24 | H/25 | 26 | 27 | 30 | H/31 | | | | Dec | 12 | 75 |
| 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 X | 30 X | 31 | Jan | 4 | 79 |
| FEBRUARY | 3 X | 4 X | 5 X | 6 X | 7 | 10 X | 11 X | 12 X | 13 X | H/14 | H/17 | 18 X | 19 X | 20 X | 21 | 24 X | 25 X | 26 X | 27 X | 28 | | | | | | Feb | 15 | 94 |
| MARCH | 2 X | 3 X | 4 X | 5 X | 6 | 9 X | 10 X | 11 X | 12 X | 13 | 16 X | 17 X | 18 X | 19 X | 20 | 23 X | 24 X | 25 X | 26 X | 27 | 30 | 31 | | | | Mar | 16 | 110 |
| 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 X | 30 X | | Apr | 4 | 114 |
| MAY | | | | | 1 | 4 X | 5 X | 6 X | 7 X | 8 | 11 X | 12 X | 13 X | 14 X | 15 | 18 X | 19 X | 20 X | 21 X | 22 | H/25 | 26 X | 27 X | 28 X | 29 | May | 15 | 129 |
| JUNE | 1 X | 2 X | 3 X | 4 X | 5 | 8 X | 9 X | 10 X | 11 X | 12 | 15 X | 16 X | 17 X | 18 X | 19 | 22 X | 23 X | 24 X | 25 X | 26 | 29 X | 30 X | | | | Jun | 18 | 147 |
| | | | | | | | | | | | | | | | | | | | | | | | | | | Total | 147 | |

 (Employee Signature) (Date)

Calendar MUST be submitted prior to salary being paid.

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|------------------|
| 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 F