

Payroll Department

2019-2020 SCHOOL YEAR CALENDAR

Name: \_\_\_\_\_  
 Employee ID#: \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Location Name/Loc #: \_\_\_\_\_  
 Work Telephone: \_\_\_\_\_

Highlighted = Contract Days (A)  
 P = Prep Days

Highlighted = Contract Days (B)  
 H = Mandated Holiday

Please indicate your job share schedule by circling A or B

\_\_\_\_\_ % \_\_\_\_\_ %

Partner (A) Partner (B)

Traditional Year (Site Administered) Job Share

INSTRUCTIONS: Indicate full contract days with an "A" or "B". The total number of contract days is 184 days for full-time assignments.

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

Thanksgiving Break

Winter Break

Winter Break

Spring Break

Please Print Job Share Partner's Name

\_\_\_\_\_  
 (Employee Signature) (Date)

\_\_\_\_\_  
 (Principal/Department Head Signature) (Date)

I have discussed this work schedule with the employee and am approving it in order to meet program requirements.

(Please note that this calendar is only to be used when the "standardized" job share calendar options do not meet the instructional program requirements.)

PAYROLL USE ONLY  
 Input Date: \_\_\_\_\_  
 Input By: \_\_\_\_\_