

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

2019-2020 SCHOOL YEAR CALENDAR

Highlighted = Contract Days (A)

Highlighted = Contract Days (B)

P = Prep Days

H = Mandated Holiday

Please indicate your job share schedule by circling A or B

Calendar MUST be submitted prior to salary being paid

Year-Round School Year Job Share

60/40 Split, 60% Working Mondays/Tuesdays/Wednesdays (184 Days Total)

60% Partner (A) 40% Partner (B)

	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 A	2 A	3 A	H/4	5 B	8 A	9 A	10 A	11 B	12 B	15 A	16 A	17 A	18 B	19 B	22	23	24	25	26	29	30	31			Jul	9	Jul	5
AUGUST				1	2	5	6	7	8	9	12	13	14	15	16	19	20	P/21 A	P/22 A	P/23 B	26 A	27 A	28 A	29 B	30 B	Aug	5	Aug	3
SEPTEMBER	H/2	3 A	4 A	5 B	6 B	9 A	10 A	11 A	12 B	13 B	16 A	17 A	18 A	19 B	20 B	23 A	24 A	25 A	26 B	27 B	30 A					Sep	12	Sep	8
OCTOBER		1 A	2 A	3 B	4 B	7 A	8 A	9 A	10 B	11 B	14 A	15 A	16 A	17 B	18 B	21 A	22 A	23 A	24 B	25 B	28 A	29 A	30 A	31 B		Oct	14	Oct	9
NOVEMBER					1 B	4 A	5 A	6 A	7 B	8 B	H/11	12 A	13 A	14 B	15 B	18 A	19 A	20 A	21 B	22 B	25	26	27	H/28	H/29	Nov	8	Nov	7
DECEMBER	2 A	3 A	4 A	5 B	6 B	9 A	10 A	11 A	12 B	13 B	16 A	17 A	18 A	19 B	20 B	23	H/24	H/25	26	27	30	H/31				Dec	9	Dec	6
JANUARY			H/1	2	3	6	7	8	9	10	13	14	15	16	17	H/20	21	22	23	24	27 A	28 A	29 A	30 B	31 B	Jan	3	Jan	2
FEBRUARY	3 A	4 A	5 A	6 B	7 B	10 A	11 A	12 A	13 B	H/14	H/17	18 A	19 A	20 B	21 B	24 A	25 A	26 A	27 B	28 B						Feb	11	Feb	7
MARCH	2 A	3 A	4 A	5 B	6 B	9 A	10 A	11 A	12 B	13 B	16 A	17 A	18 A	19 B	20 B	23 A	24 A	25 A	26 B	27 B	30	31				Mar	12	Mar	8
APRIL			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	P/24 B	27 A	28 A	29 A	30 B		Apr	3	Apr	2
MAY					1 B	4 A	5 A	6 A	7 B	8 B	11 A	12 A	13 A	14 B	15 B	18 A	19 A	20 A	21 B	22	H/25	26 A	27 B	28 B	29 B	May	10	May	9
JUNE	1 A	2 A	3 A	4 B	5 B	8 A	9 A	10 A	11 B	12 B	15 A	16 A	17 A	18 B	19 B	22 A	23 A	24 A	25 B	26 B	29 A	30 A				Jun	14	Jun	8
<b>Total</b>																					<b>Total</b>	<b>110</b>	<b>Total</b>	<b>74</b>					

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

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

Please Print Job Share Partner's Name

\_\_\_\_\_

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

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

