

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**  
**80/20 Split, 20% Working Mondays (184 Days Total)**

**80%**      **20%**

Partner (A)      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					<b>TOTALS</b>		<b>TOTALS</b>							
	Partner (A)		Partner (B)			Partner (A)		Partner (B)			Partner (A)		Partner (B)			Partner (A)		Partner (B)			Partner (A)	Partner (B)	Partner (A)	Partner (B)											
JULY	1 B	2 A	3 A	H/4	5 A	8 B	9 A	10 A	11 A	12 A	15 B	16 A	17 A	18 A	19 A	22	23	24	25	26	29	30	31			26 B	27 A	28 A	29 A	30 A	Jul	11	Jul	3	
AUGUST				1	2	5	6	7	8	9	12	13	14	15	16	19	20	P/21 B	P/22 A	P/23 A												Aug	6	Aug	2
SEPTEMBER	H/2	3 A	4 A	5 A	6 A	9 B	10 A	11 A	12 A	13 A	16 B	17 A	18 A	19 A	20 A	23 B	24 A	25 A	26 A	27 A	30 B											Sep	16	Sep	4
OCTOBER		1 A	2 A	3 A	4 A	7 B	8 A	9 A	10 A	11 A	14 B	15 A	16 A	17 A	18 A	21 B	22 A	23 A	24 A	25 A	28 B	29 A	30 A	31 A								Oct	19	Oct	4
NOVEMBER					1 A	4 B	5 A	6 A	7 A	8 A	H/11	12 B	13 A	14 A	15 A	18 B	19 A	20 A	21 A	22 A	25	26	27	H/28 H/29								Nov	12	Nov	3
DECEMBER	2 B	3 A	4 A	5 A	6 A	9 B	10 A	11 A	12 A	13 A	16 B	17 A	18 A	19 A	20 A	23	H/24	H/25	26	27	30	H/31										Dec	12	Dec	3
JANUARY			H/1	2	3	6	7	8	9	10	13	14	15	16	17	H/20	21	22	23	24	27 B	28 A	29 A	30 A	31 A							Jan	4	Jan	1
FEBRUARY	3 B	4 A	5 A	6 A	7 A	10 B	11 A	12 A	13 A	H/14	H/17	18 A	19 A	20 A	21 A	24 B	25 A	26 A	27 A	28 A												Feb	15	Feb	3
MARCH	2 B	3 A	4 A	5 A	6 A	9 B	10 A	11 A	12 A	13 A	16 B	17 A	18 A	19 A	20 A	23 B	24 A	25 A	26 A	27 A	30	31										Mar	16	Mar	4
APRIL			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	P/24 A	27 B	28 A	29 A	30 A								Apr	4	Apr	1
MAY					1 A	4 B	5 A	6 A	7 A	8 A	11 B	12 A	13 A	14 A	15 A	18 B	19 A	20 A	21 A	22 A	H/25	26 B	27 A	28 A	29 A							May	15	May	4
JUNE	1 B	2 A	3 A	4 A	5 A	8 B	9 A	10 A	11 A	12 A	15 B	16 A	17 A	18 A	19 A	22 B	23 A	24 A	25 A	26 A	29 B	30 A										Jun	17	Jun	5
<b>Total</b>	<b>147</b>		<b>Total</b>			<b>37</b>																													

**Time and Labor Calendar = C10 YCERT**

(Employee Signature) \_\_\_\_\_ (DBte) \_\_\_\_\_  
 \_\_\_\_\_ (Principal/Department Head Signature) \_\_\_\_\_ (DBte) \_\_\_\_\_

**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.