Name: _____

Employee ID#: _____

Job Title: _____

Location Name/Loc #: _____

Work Telephone: _____

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 (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.

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	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	H/14	H/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	P/24	27	28	29		1	Apr		Apr
MAY					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	H/25	26	27	1	1	May		May
JUNE	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30				Jun		Jun
																										Total		Total

Thanksgiving Break
Winter Break (November / December / January columns)
Spring Break (February / March / April columns)

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