

SAN DIEGO UNIFIED SCHOOL DISTRICT
2019-2020 School Year Calendar
Certificated Schedule

Year-Round Site Administered

X = Contract Days

H = Mandated or Declared Holiday

P = Prep Days

Name: _____

Empl ID #: _____

Job Title: _____

Location Name/Loc #: _____

Work Telephone: _____

INSTRUCTIONS: Indicate full workday = " X ". The total number of service days for 2019-2020 is 184 for full-time assignments. If you will be working the same percentage of every day in the 184 day year-round work schedule, simply check the area as indicated below and submit the signed calendar.

	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											
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	0										
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	0										
SEPTEMBER	H/2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30					Sep	0										
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	0										
NOVEMBER					1	4	5	6	7	8	H/11	12	13	14	15	18	19	20	21	22	Thanksgiving Break					25	26	27	H/28	H/29	Nov	0					
DECEMBER																Winter Break					Winter Break					23	H/24	H/25	26	27	30	H/31				Dec	0
JANUARY																Winter Break					Winter Break					27	28	29	30	31	Jan	0					
FEBRUARY			H/1	2	3	6	7	8	9	10	13	14	15	16	17	H/20	21	22	23	24	24	25	26	27	28						Feb	0					
MARCH																Winter Break					Winter Break					Spring Break					27	28	29	30		Mar	0
APRIL																Spring Break					Spring Break					23	24	25	26	27	30	31				Apr	0
MAY			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30		27	28	29	30		May	0					
JUNE					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	H/25	26	27	28	29						Jun	0					
	1	2	3	4	5	8	9	P/10	11	12	15	16	17	18	19	22	23	24	25	26	29	30									Total	0					

Total ####

 (Employee Signature) (Date)

 (Principal/Department Head Signature) (Date)

_____ Please check here if you will be working the same percentage of every day for the total 184 day contract.

PAYROLL USE ONLY
 Input Date:
 Input By:
 Pay Group:

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

Time and Labor Calendar = C10 YCERTSA