

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Payroll Department**

**2019-2020 School Year Calendar**

**Certificated Schedule**

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

**X = Contract Days**  
**H = Mandated or Declared Holiday**  
**P = Prep Days**

**191 Days - Psychologist (Year-Round)**

	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		CUM TOTALS
JULY	1 X	2 X	3 X	H/4	5 X	8 X	9 X	10 X	11 X	12 X	15 X	16 X	17 X	18 X	19 X	22	23	24	25	26	29	30	31			Jul	14	14
AUGUST				1	2	5	6	7	8	9	12	13	14	15	16	19 X	20 X	P/21 X	P/22 X	P/23 X	26 X	27 X	28 X	29 X	30 X	Aug	10	24
SEPTEMBER	H/2	3 X	4 X	5 X	6 X	9 X	10 X	11 X	12 X	13 X	16 X	17 X	18 X	19 X	20 X	23 X	24 X	25 X	26 X	27 X	30 X					Sep	20	44
OCTOBER		1 X	2 X	3 X	4 X	7 X	8 X	9 X	10 X	11 X	14 X	15 X	16 X	17 X	18 X	21 X	22 X	23 X	24 X	25 X	28 X	29 X	30 X	31 X		Oct	23	67
NOVEMBER					1 X	4 X	5 X	6 X	7 X	8 X	H/11	12 X	13 X	14 X	15 X	18 X	19 X	20 X	21 X	22 X	25	26	27	H/28	H/29	Nov	15	82
DECEMBER	2 X	3 X	4 X	5 X	6 X	9 X	10 X	11 X	12 X	13 X	16 X	17 X	18 X	19 X	20 X	23	H/24	H/25	26	27	30	H/31				Dec	15	97
JANUARY			H/1	2	3	6	7	8	9	10	13	14	15	16	17	H/20	21	22	23	24	27 X	28 X	29 X	30 X	31 X	Jan	5	102
FEBRUARY	3 X	4 X	5 X	6 X	7 X	10 X	11 X	12 X	13 X	H/14	H/17	18 X	19 X	20 X	21 X	24 X	25 X	26 X	27 X	28 X						Feb	18	120
MARCH	2 X	3 X	4 X	5 X	6 X	9 X	10 X	11 X	12 X	13 X	16 X	17 X	18 X	19 X	20 X	23 X	24 X	25 X	26 X	27 X	30	31				Mar	20	140
APRIL			1	2	3	6	7	8	9	10	13	14	15	16	17 X	20 X	21 X	22 X	23 X	P/24 X	27 X	28 X	29 X	30 X		Apr	10	150
MAY					1 X	4 X	5 X	6 X	7 X	8 X	11 X	12 X	13 X	14 X	15 X	18 X	19 X	20 X	21 X	22	H/25	26 X	27 X	28 X	29 X	May	19	169
JUNE	1 X	2 X	3 X	4 X	5 X	8 X	9 X	10 X	11 X	12 X	15 X	16 X	17 X	18 X	19 X	22 X	23 X	24 X	25 X	26 X	29 X	30 X				Jun	22	191
<b>Time and Labor Calendar = C10 YPSYCH</b>																										<b>Total</b>	<b>191</b>	<b>191</b>

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

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

NOTE: Four teacher preparation days must be designated at each school by agreement between the principal and certificated staff and must be between July 1, 2019 and June 30, 2020.

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.