

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Payroll Department**

**2019-2020 School Year Calendar**

**Psychologist Year-Round Schedule**

**Year-Round Site Administered**

**X = Contract Days**

**H = Mandated or Declared Holiday**

**P = Prep Days**

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

NOTE: The prep days were part of an original proposal to standardize teacher prep days at year-round sites. Per current practice, prep days are chosen on a site-by-site basis. If the prep days differ at your site, please indicate the dates they are scheduled at your site.

**INSTRUCTIONS: Indicate full workday = " X ". The total number of service days for 2019-2020 is 191 for full-time assignments.**

	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>																					
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			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	0																				
FEBRUARY	3	4	5	6	7	10	11	12	13	H/14	H/17	18	19	20	21	24	25	26	27	28						Feb	0																				
MARCH																Spring Break					Spring Break					Spring Break					Spring Break					23	24	25	26	27	30	31				Mar	0
APRIL			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	P/24	27	28	29	30		Apr	0																				
MAY					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	H/25	26	27	28	29	May	0																				
JUNE	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30				Jun	0																				
																									<b>Total</b>																						

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

**Calendar MUST be submitted prior to salary being paid.**

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

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

<b>PAYROLL USE ONLY</b>	
Input Date:	
Input By:	
Pay Group:	