

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

Site Administered/Traditional

(Payroll Department)

2023-2024 School Year Calendar

X = Paid Days

Classified Schedule

H = Mandated or Declared Holiday

OTBS Traditional 11 Month

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

Please submit calendar to the Payroll Department no later than June 30, 2023.

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

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

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

**Instructions:**  
 Indicate work days with an " X " (Total = 239 days)  
 Indicate non-work days with a B (total 22)

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

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