

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Payroll Department**

**2018-2019 School Year Calendar**

**Certificated Schedule**

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

**X = Contract Days**

**H = Mandated or Declared Holiday**

**P = Prep Days**

**50% - Wednesday through Friday - Traditional (92 Days)**

	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	TOTALS																											
JULY	2	3	H/4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31	Jul	0																								
AUGUST			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	P/22	P/23	P/24	27	28	29	30	31	Aug	5																					
SEPTEMBER	H/3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28						Sep	10																					
OCTOBER	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			Oct	10																					
<b>Thanksgiving Break</b>																																																
NOVEMBER				1	2	5	6	7	8	9	H/12	13	14	15	16	19	20	21	H/22	H/23	26	27	28	29	30	Nov	9																					
<b>Winter Break</b>																																																
DECEMBER	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	H/24	H/25	26	27	28	H/31					Dec	7																					
JANUARY		H/1	2	3	4	7	8	9	10	11	14	15	16	17	18	H/21	22	23	24	25	28	29	30	31	Jan	9																						
FEBRUARY					1	4	5	6	7	8	11	12	13	14	H/15	H/18	19	20	21	22	25	26	27	28	Feb	9																						
<b>Spring Break</b>																																																
MARCH					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	Mar	8																					
APRIL	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30			Apr	10																						
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	11																					
JUNE	3	4	5	6	7	10	11	P/12	13	14	17	18	19	20	21	24	25	26	27	28						Jun	4																					
																					<b>Total</b>	<b>92</b>																										

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

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

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

<b>PAYROLL USE ONLY</b>	
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 = P50%TWTHF**