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

Payroll Department
2018-2019 School Year Calendar
Certificated Schedule

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

80\% - Monday through Thursday - Traditional (147 Days)

|  | 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 | TOT |  | CUM 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 | 0 |
| AUGUST |  |  | 1 | 2 | 3 | 6 | 7 | 8 | 9 | 10 | 13 | 14 | 15 | 16 | 17 | 20 | 21 | $\begin{array}{\|c\|} \hline \mathrm{P} / 22 \\ \mathrm{X} \\ \hline \end{array}$ | $\begin{array}{\|c\|} \hline \mathbf{P} / 23 \\ \mathrm{X} \\ \hline \end{array}$ | P/24 | 27 $\times$ | 28 $X$ | $\begin{gathered} 29 \\ \mathbf{x} \\ \hline \end{gathered}$ | $\begin{aligned} & 30 \\ & \mathbf{X} \end{aligned}$ | 31 | Aug | 6 | 6 |
| SEPTEMBER | H/3 | 4 $\times$ | 5 | 6 | 7 | 10 $\mathbf{X}$ | 11 | 12 X | 13 $\mathbf{X}$ | 14 | 17 X | 18 <br> X | 19 $\mathbf{X}$ | 20 $\times$ | 21 | 24 $\times$ | 25 $\times$ | 26 X | X <br>  | 28 |  |  |  |  |  | Sep | 15 | 21 |
| OCTOBER | 1 $X$ | X <br>  | X X | X <br>  | 5 | 8 <br>  | X <br>  | 10 <br> $X$ | 11 <br> $X$ | 12 | 15 <br> $\mathbf{X}$ | $\begin{aligned} & \hline 16 \\ & \mathbf{X} \\ & \hline \end{aligned}$ | $\begin{aligned} & \hline 17 \\ & \mathrm{X} \end{aligned}$ | $\begin{gathered} 18 \\ \mathbf{X} \\ \hline \end{gathered}$ | 19 | $\begin{gathered} 22 \\ \mathbf{x} \end{gathered}$ | $\begin{gathered} 23 \\ \mathbf{x} \end{gathered}$ | $\begin{gathered} 24 \\ \text { X } \end{gathered}$ | $\begin{gathered} 25 \\ \mathbf{x} \\ \hline \end{gathered}$ | 26 | 29 <br> $\times$ | 30 $\mathbf{X}$ | $\begin{gathered} 31 \\ \mathbf{X} \end{gathered}$ |  |  | Oct | 19 | 40 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | nksg | giving | Bre |  |  |  |  |  |  |  |  |  |
| NOVEMBER |  |  |  | 1 $X$ | 2 | 5 $\times$ | 6 <br> $\mathbf{X}$ | 7 $\times$ | $\begin{aligned} & 8 \\ & \mathrm{X} \end{aligned}$ | 9 | H/12 | $\begin{gathered} 13 \\ \mathbf{x} \end{gathered}$ | $\begin{gathered} 14 \\ \mathbf{X} \end{gathered}$ | $\begin{aligned} & \hline 15 \\ & \mathbf{x} \end{aligned}$ | 16 | 19 | 20 | 21 | H/22 | H/23 | $\begin{gathered} 26 \\ \mathbf{X} \end{gathered}$ | $\begin{gathered} 27 \\ \mathbf{x} \end{gathered}$ | $\begin{gathered} 28 \\ \mathbf{X} \end{gathered}$ | $\begin{array}{\|c\|} \hline 29 \\ \mathbf{X} \\ \hline \end{array}$ | 30 | Nov | 12 | 52 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Winter Break |  |  |  |  | Winter Break |  |  |  |  |  |  |  |
| DECEMBER | $\begin{aligned} & \hline 3 \\ & \mathrm{X} \end{aligned}$ | $\begin{aligned} & 4 \\ & X \end{aligned}$ | $\begin{aligned} & \hline 5 \\ & x \end{aligned}$ | 6 <br> $\mathbf{X}$ | 7 | 10 <br> $\mathbf{X}$ | 11 <br> $\mathbf{X}$ | 12 <br> $\mathbf{X}$ | 13 <br> $\mathbf{X}$ <br> 10 | 14 | 17 <br> $\mathbf{X}$ <br> 14 | 18 <br> $\mathbf{X}$ | 19 <br> $\mathbf{X}$ | 20 $\times$ | 21 | H/24 | H/25 | 26 | 27 | 28 | H/31 |  |  |  |  | Dec | 12 | 64 |
| JANUARY |  | H/1 | 2 | 3 | 4 | 7 <br>  | 8 <br>  | X <br>  | 10 <br> $\mathbf{X}$ | 11 | 14 <br> $\mathbf{X}$ <br> 1 | $\begin{aligned} & 15 \\ & \mathbf{x} \end{aligned}$ | $\begin{aligned} & 16 \\ & \mathbf{x} \end{aligned}$ | $\begin{aligned} & 17 \\ & \mathbf{X} \end{aligned}$ | 18 | H/21 | $\begin{aligned} & 22 \\ & \mathrm{X} \\ & \hline \end{aligned}$ | $\begin{gathered} 23 \\ \mathbf{x} \\ \hline \end{gathered}$ | $\begin{aligned} & 24 \\ & X \end{aligned}$ | 25 | 28 <br> $\times$ | 29 $\times$ | 30 <br> $\mathbf{X}$ | 31 <br> $\mathbf{X}$ |  | Jan | 15 | 79 |
| FEBRUARY |  |  |  |  | 1 | X <br>  | $\begin{aligned} & 5 \\ & \times \\ & \hline \end{aligned}$ | $\begin{aligned} & 6 \\ & x \end{aligned}$ | $\begin{aligned} & \hline 7 \\ & \times \\ & \hline \end{aligned}$ | 8 | 11 <br> $\mathbf{X}$ | $\begin{aligned} & 12 \\ & \mathbf{X} \end{aligned}$ | $\begin{aligned} & 13 \\ & \mathbf{X} \end{aligned}$ | 14 | H/15 | H/18 | $\begin{aligned} & 19 \\ & \mathbf{X} \end{aligned}$ | $\begin{aligned} & 20 \\ & X \end{aligned}$ | $\begin{gathered} 21 \\ \mathbf{X} \end{gathered}$ | 22 | X <br> X | $\begin{gathered} 26 \\ \mathrm{X} \\ \hline \end{gathered}$ | $\begin{gathered} 27 \\ \mathbf{X} \\ \hline \end{gathered}$ | $\begin{array}{\|c\|} \hline 28 \\ X \end{array}$ |  | Feb | 14 | 93 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Spring Break |  |  |  |  |  |  |  |
| MARCH |  |  |  |  | 1 | 4 <br> $\times$ | 5 | 6 <br> $\mathbf{X}$ | 7 <br> $\times$ | 8 | 11 <br> $\times$ | $\begin{aligned} & \hline 12 \\ & \mathbf{x} \\ & \hline \end{aligned}$ | 13 <br> $\mathbf{X}$ <br> 1 | $\begin{aligned} & 14 \\ & \mathbf{X} \end{aligned}$ | 15 | 18 <br> $\mathbf{X}$ | 19 <br> $\mathbf{X}$ | 20 <br> $\times$ | 21 <br> $\times$ | 22 | 25 | 26 | 27 | 28 | 29 | Mar | 12 | 105 |
| APRIL | $\begin{aligned} & \hline 1 \\ & \mathrm{X} \end{aligned}$ | $\begin{aligned} & \hline 2 \\ & \mathrm{x} \end{aligned}$ | $\begin{aligned} & \hline 3 \\ & x \end{aligned}$ | 4 <br> X | 5 | X <br> X | 9 | 10 <br> $\mathbf{X}$ | 11 <br> $X$ | 12 | 15 <br> $\mathbf{X}$ <br> 1 | $\begin{aligned} & \hline 16 \\ & \mathbf{X} \\ & \hline \end{aligned}$ | $\begin{aligned} & \hline 17 \\ & \mathbf{X} \end{aligned}$ | $\begin{aligned} & 18 \\ & \mathbf{X} \end{aligned}$ | 19 | 22 <br>  | 23 X | 24 <br> X | 25 <br> $X$ | 26 | 29 <br> $\mathbf{X}$ | 30 $\mathbf{X}$ |  |  |  | Apr | 18 | 123 |
| MAY |  |  | $\begin{aligned} & 1 \\ & x \end{aligned}$ | $\begin{aligned} & \hline 2 \\ & \mathbf{x} \end{aligned}$ | 3 | X <br>  | 7 <br>  | X <br>  | X <br>  | 10 | 13 <br> $\mathbf{X}$ <br> 1 | 14 <br> X | 15 <br> $\mathbf{X}$ | $\begin{aligned} & 16 \\ & \mathbf{X} \end{aligned}$ | 17 | 20 <br> X | 21 <br> X | 22 <br> X | X <br>  | 24 | H/27 | $\begin{gathered} 28 \\ \mathbf{X} \end{gathered}$ | $\begin{gathered} 29 \\ \mathbf{x} \\ \hline \end{gathered}$ | $\begin{array}{\|c\|} \hline 30 \\ \mathbf{X} \end{array}$ | 31 | May | 17 | 140 |
| JUNE | $\begin{aligned} & 3 \\ & x \end{aligned}$ | $\begin{aligned} & \hline 4 \\ & \mathrm{X} \end{aligned}$ | $\begin{aligned} & 5 \\ & \mathrm{x} \end{aligned}$ | X <br>  | 7 | 10 <br> $\mathbf{X}$ | 11 <br> X | $\begin{gathered} \mathrm{P} / 12 \\ \mathrm{X} \\ \hline \end{gathered}$ | 13 | 14 | 17 | 18 | 19 | 20 | 21 | 24 | 25 | 26 | 27 | 28 |  |  |  |  |  | Jun | 7 | 147 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Total | 147 |  |

(Employee Signature)
(Date)

Calendar MUST be submitted prior to salary being paid.

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

(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.
Time and Labor Calendar $=$ P80\%T_NO F

