

**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**

**60% - Wednesday through Friday - Traditional (110 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	<b>TOTALS</b>				
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	X	X	X	29	30	31	Aug	5
SEPTEMBER	H/3	4	X	X	X	10	11	X	X	X	17	18	X	X	X	24	25	X	X	X								Sep	12	
OCTOBER	1	2	X	X	X	8	9	X	X	X	15	16	X	X	X	22	23	X	X	X	29	30	X				Oct	13		
<b>Thanksgiving Break</b>																														
NOVEMBER				X	X	5	6	X	X	X	H/12	13	14	X	X	19	20	21	H/22	H/23	26	27	X	X	X	28	29	30	Nov	10
<b>Winter Break</b>																														
DECEMBER	3	4	X	X	X	10	11	X	X	X	17	18	X	X	X	H/24	H/25	26	27	28	H/31							Dec	9	
JANUARY		H/1	2	3	4	7	8	X	X	X	14	15	X	X	X	H/21	22	X	X	X	28	29	X	X		30	31	Jan	11	
FEBRUARY					X	4	5	X	X	X	11	12	X	X	H/15	H/18	19	X	X	X	25	26	X	X		27	28	Feb	10	
<b>Spring Break</b>																														
MARCH					X	4	5	X	X	X	11	12	X	X	X	18	19	X	X	X	25	26	27	28	29			Mar	10	
APRIL	1	2	X	X	X	8	9	X	X	X	15	16	X	X	X	22	23	X	X	X	29	30						Apr	12	
MAY			X	X	X	6	7	X	X	X	13	14	X	X	X	20	21	X	X	X	H/27	28	X	X	X	29	30	31	May	14
JUNE	3	4	X	X	X	10	11	X			17	18	19	20	21	24	25	26	27	28								Jun	4	
																								<b>Total</b>	<b>110</b>					

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

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

<b>PAYROLL USE ONLY</b>	
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 = P60%TWTHF**