

**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**

**80% - Tuesday through Friday - 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	TOTALS		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	P/22	P/23	P/24	27	X	X	X	X	Aug	6	6
SEPTEMBER	H/3	4	5	6	7	10	X	X	X	X	17	X	X	X	X	24	X	X	X	X						Sep	16	22
OCTOBER	1	2	3	4	5	8	X	X	X	X	15	X	X	X	X	22	X	X	X	X	29	X	X			Oct	18	40
<b>Thanksgiving Break</b>																												
NOVEMBER				1	2	5	X	X	X	X	H/12	13	14	15	16	19	20	21	H/22	H/23	26	X	X	X	X	Nov	14	54
<b>Winter Break</b>																												
DECEMBER	3	4	5	6	7	10	X	X	X	X	17	X	X	X	X	H/24	H/25	26	27	28	H/31					Dec	12	66
JANUARY		H/1	2	3	4	7	X	X	X	X	14	X	X	X	X	H/21	22	23	24	25	28	X	X	X		Jan	14	80
FEBRUARY					1	4	X	X	X	X	11	X	X	X	H/15	H/18	19	20	21	22	25	X	X	X		Feb	14	94
<b>Spring Break</b>																												
MARCH					1	4	X	X	X	X	11	X	X	X	X	18	X	X	X	X	25	26	27	28	29	Mar	13	107
APRIL	1	X	X	X	X	8	X	X	X	X	15	X	X	X	X	22	X	X	X	X	29	X				Apr	17	124
MAY			1	2	3	6	X	X	X	X	13	X	X	X	X	20	X	X	X		H/27	28	X	X	X	May	17	141
JUNE	3	X	X	X	X	10	X	X			17	18	19	20	21	24	25	26	27	28						Jun	6	147
																						<b>Total</b>	<b>147</b>					

\_\_\_\_\_  
 (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 M**