

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

2018-2019 SCHOOL YEAR CALENDAR

Highlighted = Contract Days (A)      Highlighted = Contract Days (B)  
 P = Prep Days      H = Mandated Holiday

Please indicate your job share schedule by circling A or B

Calendar MUST be submitted prior to salary being paid

Year-Round School Year Job Share  
 50/50 Split, 50% Working Mondays/Tuesdays/Alternating Wednesdays (184 Days Total)

	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	50% Partner (A)		50% Partner (B)	
	TOTALS					TOTALS					TOTALS		TOTALS		TOTALS		TOTALS												
JULY	2 A	3 A	H/4	5 B	6 B	9 A	10 A	11 B	12 B	13 B	16 A	17 A	18 A	19 B	20 B	23	24	25	26	27	30	31				Jul	7	Jul	7
AUGUST			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	P/22 A	P/23 B	P/24 B	27 A	28 A	29 A	30 B	31 B	Aug	4	Aug	4
SEPTEMBER	H/3	4 A	5 A	6 B	7 B	10 A	11 A	12 A	13 B	14 B	17 A	18 A	19 B	20 B	21 B	24 A	25 A	26 A	27 B	28 B						Sep	10	Sep	9
OCTOBER	1 A	2 A	3 B	4 B	5 B	8 A	9 A	10 A	11 B	12 B	15 A	16 A	17 B	18 B	19 B	22 A	23 A	24 B	25 B	26 B	29 A	30 A	31 A			Oct	12	Oct	11
NOVEMBER				1 B	2 B	5 A	6 A	7 A	8 B	9 B	H/12	13 A	14 A	15 B	16 B	19	20	21	H/22	H/23	26 A	27 A	28 A	29 B	30 B	Nov	8	Nov	8
DECEMBER	3 A	4 A	5 B	6 B	7 B	10 A	11 A	12 A	13 B	14 B	17 A	18 A	19 B	20 B	21 B	H/24	H/25	26	27	28	H/31					Dec	7	Dec	8
JANUARY		H/1	2	3	4	7	8	9	10	11	14	15	16	17	18	H/21	22 A	23 A	24 B	25 B	28 A	29 A	30 B	31 B		Jan	4	Jan	4
FEBRUARY					1 B	4 A	5 A	6 A	7 B	8 B	11 A	12 A	13 B	14 B	H/15	H/18	19 A	20 A	21 B	22 B	25 A	26 A	27 B	28 B		Feb	9	Feb	9
MARCH					1 B	4 A	5 A	6 A	7 B	8 B	11 A	12 A	13 B	14 B	15 B	18 A	19 A	20 A	21 B	22 B	25	26	27	28	29	Mar	8	Mar	8
APRIL	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	P/23 A	24 A	25 B	26 B	29 A	30 A				Apr	4	Apr	2
MAY			1 B	2 B	3 B	6 A	7 A	8 A	9 B	10 B	13 A	14 A	15 B	16 B	17 B	20 A	21 A	22 B	23 B	24	H/27	28 A	29 A	30 B	31 B	May	9	May	12
JUNE	3 A	4 A	5 A	6 B	7 B	10 A	11 A	12 B	13 B	14 B	17 A	18 A	19 A	20 B	21 B	24 A	25 A	26 B	27 B	28 B						Jun	10	Jun	10
<b>Total</b>	<b>92</b>					<b>92</b>					<b>Total</b>		<b>Total</b>		<b>92</b>		<b>92</b>												

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

Please Print Job Share Partner's Name  
 \_\_\_\_\_

PAYROLL USE ONLY  
 Input Date: \_\_\_\_\_  
 Input By: \_\_\_\_\_

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