

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
 80/20 Split, 20% Working Fridays (184 Days Total)

80% Partner (A) 20% Partner (B)

	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		TOTALS	
JULY	2 A	3 A	H/4	5 A	6 B	9 A	10 A	11 A	12 A	13 B	16 A	17 A	18 A	19 A	20 B	23	24	25	26	27	30	31				Jul	11	Jul	3
AUGUST			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	P/22 A	P/23 A	P/24 B	27 A	28 A	29 A	30 A	31 B	Aug	6	Aug	2
SEPTEMBER	H/3	4 A	5 A	6 A	7 B	10 A	11 A	12 A	13 A	14 B	17 A	18 A	19 A	20 A	21 B	24 A	25 A	26 A	27 A	28 B						Sep	15	Sep	4
OCTOBER	1 A	2 A	3 A	4 A	5 B	8 A	9 A	10 A	11 A	12 B	15 A	16 A	17 A	18 A	19 B	22 A	23 A	24 A	25 A	26 B	29 A	30 A	31 A			Oct	19	Oct	4
NOVEMBER				1 A	2 B	5 A	6 A	7 A	8 A	9 B	H/12	13 A	14 A	15 A	16 B	19	20	21	H/22	H/23	26 A	27 A	28 A	29 A	30 B	Nov	12	Nov	4
DECEMBER	3 A	4 A	5 A	6 A	7 B	10 A	11 A	12 A	13 A	14 B	17 A	18 A	19 A	20 A	21 B	H/24	H/25	26	27	28	H/31					Dec	12	Dec	3
JANUARY		H/1	2	3	4	7	8	9	10	11	14	15	16	17	18	H/21	22 A	23 A	24 A	25 B	28 A	29 A	30 A	31 A		Jan	7	Jan	1
FEBRUARY					1 B	4 A	5 A	6 A	7 A	8 B	11 A	12 A	13 A	14 A	H/15	H/18	19 A	20 A	21 A	22 B	25 A	26 A	27 A	28 A		Feb	15	Feb	3
MARCH					1 B	4 A	5 A	6 A	7 A	8 B	11 A	12 A	13 A	14 A	15 B	18 A	19 A	20 A	21 A	22 B	25	26	27	28	29	Mar	12	Mar	4
APRIL	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	P/23 A	24 A	25 A	26 B	29 A	30 A				Apr	5	Apr	1
MAY			1 A	2 A	3 B	6 A	7 A	8 A	9 A	10 B	13 A	14 A	15 A	16 A	17 B	20 A	21 A	22 A	23 A	24	H/27	28 A	29 A	30 A	31 B	May	17	May	4
JUNE	3 A	4 A	5 A	6 A	7 B	10 A	11 A	12 A	13 A	14 B	17 A	18 A	19 A	20 A	21 B	24 A	25 A	26 A	27 A	28 B						Jun	16	Jun	4
Total																					Total	147	Total	37					

 (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.