

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

Traditional 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	3	H/4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				Jul	0	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	29	30	31	Aug	6	Aug	2
SEPTEMBER	H/3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28						Sep	15	Sep	4
OCTOBER	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			Oct	19	Oct	4
NOVEMBER				1	2	5	6	7	8	9	H/12	13	14	15	16	19	20	21	H/22	H/23	26	27	28	29	30	Nov	12	Nov	4
DECEMBER	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	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	23	24	25	28	29	30	31		Jan	15	Jan	3
FEBRUARY					1	4	5	6	7	8	11	12	13	14	H/15	H/18	19	20	21	22	25	26	27	28		Feb	14	Feb	4
MARCH					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	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	23	24	25	26	29	30				Apr	18	Apr	4
MAY			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	H/27	28	29	30	31	May	17	May	4
JUNE	3	4	5	6	7	10	11	P/12	13	14	17	18	19	20	21	24	25	26	27	28						Jun	7	Jun	1
Total																					147	37							

Thanksgiving Break

Winter Break

Winter Break

Spring Break

Please Print Job Share Partner's Name

(Employee Signature) _____ (Date) _____
 (Principal/Department Head Signature) _____ (Date) _____

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.