

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 Mondays (184 Days Total)**

	80% Partner (A)	20% Partner (B)
	TOTALS	TOTALS
Jul	0	0
Aug	6	2
Sep	16	3
Oct	18	5

	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
JULY	2	3	H/4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31			
AUGUST			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	P/22 B	P/23 A	P/24 A	27	28	29	30	31
SEPTEMBER	H/3	4 A	5 A	6 A	7 A	10 B	11 A	12 A	13 A	14 A	17 B	18 A	19 A	20 A	21 A	24 B	25 A	26 A	27 A	28 A					
OCTOBER	1 B	2 A	3 A	4 A	5 A	8 B	9 A	10 A	11 A	12 A	15 B	16 A	17 A	18 A	19 A	22 B	23 A	24 A	25 A	26 A	29 B	30 A	31 A		
NOVEMBER				1 A	2 A	5 B	6 A	7 A	8 A	9 A	H/12	13 A	14 A	15 A	16 A	19	20	21	H/22	H/23	26 B	27 A	28 A	29 A	30 A
DECEMBER	3 B	4 A	5 A	6 A	7 A	10 B	11 A	12 A	13 A	14 A	17 B	18 A	19 A	20 A	21 A	H/24	H/25	26	27	28	H/31				
JANUARY		H/1	2	3	4	7 B	8 A	9 A	10 A	11 A	14 B	15 A	16 A	17 A	18 A	H/21	22 B	23 A	24 A	25 A	28 B	29 A	30 A	31 A	
FEBRUARY					1 A	4 B	5 A	6 A	7 A	8 A	11 B	12 A	13 A	14 A	H/15	H/18	19 B	20 A	21 A	22 A	25 B	26 A	27 A	28 A	
MARCH					1 A	4 B	5 A	6 A	7 A	8 A	11 B	12 A	13 A	14 A	15 A	18 B	19 A	20 A	21 A	22 A	25	26	27	28	29
APRIL	1 B	2 A	3 A	4 A	5 A	8 B	9 A	10 A	11 A	12 A	15 B	16 A	17 A	18 A	19 A	22 B	23 A	24 A	25 A	26 A	29 B	30 A			
MAY			1 A	2 A	3 A	6 B	7 A	8 A	9 A	10 A	13 B	14 A	15 A	16 A	17 A	20 B	21 A	22 A	23 A	24 A	H/27	28 B	29 A	30 A	31 A
JUNE	3 B	4 A	5 A	6 A	7 A	10 B	11 A	P/12 A	13	14	17	18	19	20	21	24	25	26	27	28					

Thanksgiving Break

Winter Break

Winter Break

Spring Break

Nov	14	Nov	2
Dec	12	Dec	3
Jan	14	Jan	4
Feb	14	Feb	4
Mar	13	Mar	3
Apr	17	Apr	5
May	17	May	4
Jun	6	Jun	2
<b>Total</b>	<b>147</b>	<b>Total</b>	<b>37</b>

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

Please Print Job Share Partner's Name

\_\_\_\_\_  
 (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.