

Payroll Department

2018-2019 SCHOOL YEAR CALENDAR

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

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

_____% _____%

Partner (A) Partner (B)

Traditional Year (Site Administered) Job Share

INSTRUCTIONS: Indicate full contract days with an "A" or "B". The total number of contract days is 184 days for full-time assignments.

| | 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 | Jul |
| 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 | Aug |
| SEPTEMBER | H/3 | 4 | 5 | 6 | 7 | 10 | 11 | 12 | 13 | 14 | 17 | 18 | 19 | 20 | 21 | 24 | 25 | 26 | 27 | 28 | | | | | | Sep | Sep |
| 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 | Oct |
| 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 | Nov |
| 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 | Dec |
| 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 | Jan |
| FEBRUARY | | | | | 1 | 4 | 5 | 6 | 7 | 8 | 11 | 12 | 13 | 14 | H/15 | H/18 | 19 | 20 | 21 | 22 | 25 | 26 | 27 | 28 | | Feb | Feb |
| MARCH | | | | | 1 | 4 | 5 | 6 | 7 | 8 | 11 | 12 | 13 | 14 | 15 | 18 | 19 | 20 | 21 | 22 | 25 | 26 | 27 | 28 | 29 | Mar | Mar |
| APRIL | 1 | 2 | 3 | 4 | 5 | 8 | 9 | 10 | 11 | 12 | 15 | 16 | 17 | 18 | 19 | 22 | 23 | 24 | 25 | 26 | 29 | 30 | | | | Apr | Apr |
| 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 | May |
| JUNE | 3 | 4 | 5 | 6 | 7 | 10 | 11 | P/12 | 13 | 14 | 17 | 18 | 19 | 20 | 21 | 24 | 25 | 26 | 27 | 28 | | | | | | Jun | Jun |
| (Employee Signature) | | | | | (Date) | | | | | | | | | | | | | | | Input Date: | | | | | | | |
| (Principal/Department Head Signature) | | | | | (Date) | | | | | | | | | | | | | | | Input By: | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | Total | | | | | | | |

I have discussed this work schedule with the employee and am approving it in order to meet program requirements. (Please note that this calendar is only to be used when the "standardized" job share calendar options do not meet the instructional program requirements.)