

**SBN DIEGO UNIFIED SCHOOL DISTRICT** Time and Labor Calendar (A) = J60%Y\_MTW  
 Payroll Department Time and Labor Calendar (B) = J40%Y\_THF

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**  
**60/40 Split, 60% Working Mondays/Tuesdays/Wednesdays (184 Days Total)**

**60%**                      **40%**

**Partner (A)**                      **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	<b>TOTALS</b>		<b>TOTALS</b>	
JULY	2 A	3 A	H/4	5 B	6 B	9 A	10 A	11 A	12 B	13 B	16 A	17 A	18 A	19 B	20 B	23	24	25	26	27	30	31				Jul	8	Jul	6
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 A	20 B	21 B	24 A	25 A	26 A	27 B	28 B						Sep	11	Sep	8
OCTOBER	1 A	2 A	3 A	4 B	5 B	8 A	9 A	10 A	11 B	12 B	15 A	16 A	17 A	18 B	19 B	22 A	23 A	24 A	25 B	26 B	29 A	30 A	31 A			Oct	15	Oct	8
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 A	6 B	7 B	10 A	11 A	12 A	13 B	14 B	17 A	18 A	19 A	20 B	21 B	H/24	H/25	26	27	28	H/31					Dec	9	Dec	6
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 B		Jan	6	Jan	2
FEBRUARY					1 B	4 A	5 A	6 A	7 B	8 B	11 A	12 A	13 A	14 B	H/15	H/18	19 A	20 A	21 B	22 B	25 A	26 A	27 A	28 B		Feb	11	Feb	7
MARCH					1 B	4 A	5 A	6 A	7 B	8 B	11 A	12 A	13 A	14 B	15 B	18 A	19 A	20 A	21 B	22 B	25	26	27	28	29	Mar	9	Mar	7
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 A	2 B	3 B	6 A	7 A	8 A	9 B	10 B	13 A	14 A	15 A	16 B	17 B	20 A	21 A	22 A	23 B	24	H/27	28 A	29 A	30 A	31 B	May	13	May	8
JUNE	3 A	4 A	5 A	6 B	7 B	10 A	11 A	12 A	13 B	14 B	17 A	18 A	19 A	20 B	21 B	24 A	25 A	26 A	27 B	28 B						Jun	12	Jun	8
<b>Total</b>																					<b>110</b>	<b>Total</b>	<b>74</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.