

SAN DIEGO UNIFIED SCHOOL DISTRICT
2018-2019 School Year Calendar
Certificated Schedule

Traditional Site Administered

X = Contract Days

H = Mandated or Declared Holiday

P = Prep Days

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

INSTRUCTIONS: Indicate full workday = " X ". The total number of service days for 2018-2019 is 184 for full-time assignments. If you will be working the same percentage of every day in the 184 day traditional work schedule, simply check the area as indicated below and submit the signed calendar.

	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	
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
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	0
SEPTEMBER	H/3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28						Sep	0
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	0
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	0
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	0
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	0
FEBRUARY					1	4	5	6	7	8	11	12	13	14	H/15	H/18	19	20	21	22	25	26	27	28		Feb	0
MARCH					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	Mar	0
APRIL	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30				Apr	0
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	0
JUNE	3	4	5	6	7	10	11	P/12	13	14	17	18	19	20	21	24	25	26	27	28						Jun	0
																										Total	0

 (Employee Signature) (Date)

 (Principal/Department Head Signature) (Date)

Please check here if you will be working the same percentage of every day for the total 184 day contract.

I have discussed this work schedule with the employee and am approving it in order to meet instructional/program requirements.

Time and Labor Calendar = C10 TCERTSA

PAYROLL USE ONLY
Input Date:
Input By:
Pay Group: