

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

**Year-Round Site Administered**  
**X = Contract Days**  
**H = Mandated or Declared Holiday**  
**P = Prep Days**

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

NOTE: The prep days were part of an original proposal to standardize teacher prep days at year-round sites. Per current practice, prep days are chosen on a site-by-site basis. If the prep days differ at your site, please indicate the dates they are scheduled at your site.

**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 year-round 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	<b>TOTALS</b>	
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																3	4	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	P/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	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 YCER TSA**

<b>PAYROLL USE ONLY</b>	
Input Date:	
Input By:	
Pay Group:	