

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

**Site Administered - 216 Days**

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

**X = Contract Days**  
**H = Mandated or Declared Holiday**

**INSTRUCTIONS: Indicate full workday = " X ". The total number of service days for 2018-2019 is 216 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	<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	
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	
SEPTEMBER	H/3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28						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	
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	
DECEMBER																<b>Winter Break</b>					<b>Winter Break</b>						
	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	
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	
FEBRUARY					1	4	5	6	7	8	11	12	13	14	H/15	H/18	19	20	21	22	25	26	27	28		Feb	
MARCH					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	Mar	
APRIL																<b>Spring Break</b>					<b>Spring Break</b>						
	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	P/23	24	25	26	29	30				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	
JUNE	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28						Jun	
																										<b>Total</b>	

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

**Calendar MUST be submitted prior to salary being paid.**

\_\_\_\_\_  
 (Principal/Department Head Signature) (Date)

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

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

**Time and Labor Calendar = C11 YCERTSA (MGMT)**