

SAN DIEGO UNIFIED SCHOOL DISTRICT

2023-2024 School Year Calendar

Certificated Schedule

Traditional Site Administered

= 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 2023-2024 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	TOTALS						
JULY	3	H/4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31		Jul				
AUGUST		1	2	3	4	7	8	9	10	11	14	15	P/16	P/17	P/18	21	22	23	24	25	28	29	30	31	Aug		
SEPTEMBER					1	H/4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	Sep	
OCTOBER	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31			Oct		
Thanksgiving Break																											
NOVEMBER			1	2	3	6	7	8	9	H/10	13	14	15	16	17	20	21	22	H/23	H/24	27	28	29	30	Nov		
Winter Break																											
DECEMBER					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	H/22	H/25	26	27	28	H/29	Dec	
JANUARY	H/1	2	3	4	5	8	9	10	11	12	H/15	16	17	18	19	22	23	24	25	26	29	30	31		Jan		
FEBRUARY				1	2	5	6	7	8	9	12	13	14	15	H/16	H/19	20	21	22	23	26	27	28	29		Feb	
MARCH					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	Mar	
Spring Break																											
APRIL	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	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	P/7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28						Jun	
																					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.

Total 0

PAYROLL USE ONLY

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 = C10 TCERTSA