

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Payroll Department**

**2023-2024 School Year Calendar**

**Certificated Schedule**

Name: \_\_\_\_\_

Empl ID #: \_\_\_\_\_

Job Title: \_\_\_\_\_

Loc Name/Loc #: \_\_\_\_\_

Work Phone: \_\_\_\_\_

**X = Contract Days**

**H = Mandated or Declared Holiday**

**P = Prep Days**

**50% - Monday/Tuesday/Alt. Wednesday -Traditional (92 Days)**

	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	3	H/4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31					Jul	0	0
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	7	7
SEPTEMBER					1	H/4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	Sep	9	16
OCTOBER	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				Oct	12	28
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	8	36
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	5	41
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	10	51
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	9	60
MARCH					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	Mar	11	71
APRIL	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30				Apr	9	80
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	10	90
JUNE	3	4	5	6	P/7	10	11	12	13	14	17	18	H/19	20	21	24	25	26	27	28						Jun	2	92
																										<b>Total</b>	<b>92</b>	

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

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

**PAYROLL USE ONLY**  
Input Date:  
\_\_\_\_\_  
Input By:  
\_\_\_\_\_  
Pay Group:  
\_\_\_\_\_

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

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

**Time and Labor Calendar = P50%TMTW**