

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

60% - Monday through Wednesday - Traditional (110 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	8	8
SEPTEMBER					1	H/4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	Sep	11	19
OCTOBER	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				Oct	14	33
																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	10	43
																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	6	49
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	12	61
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	11	72
MARCH					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	Mar	12	84
APRIL	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30				Apr	11	95
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	12	107
JUNE	3	4	5	6	P/7	10	11	12	13	14	17	18	H/19	20	21	24	25	26	27	28						Jun	3	110
																										Total	110	

 (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 = P60%TMTW