

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Payroll Department**

**2023-2024 School Year Calendar**

**Certificated Schedule**

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

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

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

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

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

= Contract Days

H = Mandated or Declared Holiday

P = Prep Days

**80% - Tuesday through Friday - Traditional (147 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	9	9
SEPTEMBER					1 X	H/4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29 X	Sep	16	25
OCTOBER	2	3 X	4 X	5 X	6 NI	9	10 X	11 X	12 X	13 X	16	17 X	18 X	19 X	20 X	23	24 X	25 X	26 X	27 X	30	31 X				Oct	16	41
NOVEMBER			1 X	2 X	3 X	6	7 X	8 X	9 X	H/10	13	14 X	15 X	16 X	17 X	20	21	22	H/23	H/24	27	28 X	29 X	30 X		Nov	13	54
DECEMBER					1 X	4	5 X	6 X	7 X	8 X	11	12 X	13 X	14 X	15 X	18	19	20	21	H/22	H/25	26	27	28	H/29	Dec	9	63
JANUARY	H/1	2 NI	3 X	4 X	5 X	8	9 X	10 X	11 X	12 X	H/15	16	17 X	18 X	19 X	22	23 X	24 X	25 X	26 X	29	30 X	31 X			Jan	16	79
FEBRUARY				1 X	2 X	5	6 X	7 X	8 X	9 X	12	13 X	14 X	15 X	H/16	H/19	20	21 X	22 X	23 X	26	27 X	28 X	29 X		Feb	15	94
MARCH					1 X	4	5 X	6 X	7 X	8 X	11	12 X	13 X	14 X	15 X	18	19 X	20 X	21 X	22 X	25	26 X	27 X	28 X	29 X	Mar	17	111
APRIL	Spring Break																											
	1	2	3	4	5	8	9 X	10 X	11 X	12 X	15	16 X	17 X	18 X	19 X	22	23 X	24 X	25 X	26 X	29	30 X				Apr	13	124
MAY			1 X	2 X	3 X	6	7 X	8 X	9 X	10 X	13	14 X	15 X	16 X	17 X	20	21 X	22 X	23 X	24 X	H/27	28 X	29 X	30 X	31 X	May	19	143
JUNE	3	4 X	5 X	6 X	P/7 X	10	11	12	13	14	17	18	H/19	20	21	24	25	26	27	28						Jun	4	147
																									<b>Total</b>	<b>147</b>		

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

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

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

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 = P80%T\_NO M**