

SAN DIEGO UNIFIED SCHOOL DISTRICT **Time and Labor Calendar (A) = J50%T\_MTW**  
 Payroll Department **Time and Labor Calendar (B) = J50%T\_WTHF**  
**2023-2024 SCHOOL YEAR CALENDAR**

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

**Highlighted = Contract Days (A)**

**Highlighted = Contract Days (B)**

**P = Prep Days**

**H = Mandated Holiday**

Please indicate your job share schedule by circling A or B

**50% Partner (A)      50% Partner (B)**

Calendar MUST be submitted prior to salary being paid.

**50/50 Split, Alternating Wednesdays (184 Days Total)**

	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		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	Jul	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	Aug	4
SEPTEMBER					1 B	H/4	5 A	6 B	7 B	8 B	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	Sep	9	Sep	11
OCTOBER	2 A	3 A	4 B	5 B	6 NI	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				Oct	12	Oct	9
NOVEMBER			1 B	2 B	3 B	6	7	8	9	H/10	13	14	15	16	17	20	21	22	H/23	H/24	27	28	29	30		Nov	7	Nov	9
DECEMBER					1 B	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	Dec	6
JANUARY	H/1	2 NI	3 A	4 B	5 B	8	9	10	11	12	H/15	16	17	18	19	22	23	24	25	26	29	30	31			Jan	10	Jan	10
FEBRUARY				1 B	2 B	5	6	7	8	9	12	13	14	15	H/16	H/19	20	21	22	23	26	27	28	29		Feb	9	Feb	10
MARCH					1 B	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	Mar	10	Mar	11
APRIL	Spring Break					8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30				Apr	9	Apr	8
MAY			1 A	2 B	3 B	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	H/27	28	29	30	31	May	10	May	12
JUNE	3 A	4 A	5 A	6 B	P/7 B	10	11	12	13	14	17	18	H/19	20	21	24	25	26	27	28						Jun	3	Jun	2
<b>Total</b>																						<b>92</b>	<b>Total</b>	<b>92</b>					

Please Print Job Share Partner's Name

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

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

PAYROLL USE ONLY

Input Date: \_\_\_\_\_  
 Input By: \_\_\_\_\_

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