

SBN DIEGO UNIFIED SCHOOL DISTRICT Time and Labor Calendar (A) = J60%T_MTW
 PByroll DepBrtment Time and Labor Calendar (B) = J40%T_THF
 2023-2024 SCHOOL YEBR CBLENDBR

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

Calendar MUST be submitted prior to salary being paid

60/40 Split, 60% Working Monday/Tuesday/Wednesday (184 Days Total)

60% Partner (A) 40% Partner (B)

	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
JULY	3	H/4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31				
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	
SEPTEMBER					1	H/4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
OCTOBER	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31			
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	
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
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		
FEBRUARY				1	2	5	6	7	8	9	12	13	14	15	H/16	H/19	20	21	22	23	26	27	28	29	
MARCH					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	30
APRIL	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30			
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
JUNE	3	4	5	6	P/7	10	11	12	13	14	17	18	H/19	20	21	24	25	26	27	28					

	TOTALS		TOTALS	
	Partner (A)	Partner (B)	Partner (A)	Partner (B)
Jul	0	0	Jul	0
Aug	8	4	Aug	4
Sep	11	9	Sep	9
Oct	14	7	Oct	7
Nov	10	6	Nov	6
Dec	6	5	Dec	5
Jan	12	8	Jan	8
Feb	11	8	Feb	8
Mar	12	9	Mar	9
Apr	11	6	Apr	6
May	12	10	May	10
Jun	3	2	Jun	2
Total	110	74	Total	74

 (Employee Signature)

 (Date)

Please Print Job Share Partner's Name

 (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.