

SAN DIEGO UNIFIED SCHOOL DISTRICT **Time and Labor Calendar (A) = J80%T_NO_F**
 Payroll Department **Time and Labor Calendar (B) = J20%T_F**
2023-2024 SCHOOL YEAR CALENDAR

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

Highlighted = ContrBct DBys (B)

Highlighted = Contract Days (B)

P = Prep DBys

H = Mandated Holiday

Please indicate your job share schedule by circling **A** or **B**

Calendar MUST be submitted prior to salary being paid

80/20 Split, 20% Working Fridays (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 | | | | | 80% Partner (A) | | 20% Partner (B) | | | | | | | | | | | | | | | | | |
|---------------------------|------------|---------|--------|--------|----------|------------|--------|--------|--------|--------|------------|--------|--------|--------|--------|------------|--------|--------|--------|--------|------------|------------|--------------|--------|---------|-----------------|----|-----------------|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|-----------|
| | TOTALS | TOTALS | TOTALS | TOTALS | TOTALS | TOTALS | TOTALS | TOTALS | TOTALS | TOTALS | TOTALS | TOTALS | TOTALS | TOTALS | TOTALS | TOTALS | TOTALS | TOTALS | TOTALS | TOTALS | TOTALS | TOTALS | TOTALS | 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 | 10 | Aug | 2 | | | | | | | | | | | | | | | | |
| SEPTEMBER | | | | | 1 B | H/4 | 5 B | 6 A | 7 A | 8 B | 11 | 12 | 13 | 14 | 15 | 18 | 19 | 20 | 21 | 22 | 25 | 26 | 27 | 28 | 29 B | Sep | 14 | Sep | 6 | | | | | | | | | | | | | | | | |
| OCTOBER | 2 A | 3 A | 4 A | 5 A | 6 NI | 9 | 10 | 11 | 12 | 13 | 16 | 17 | 18 | 19 | 20 | 23 | 24 | 25 | 26 | 27 | 30 | 31 | | | | Oct | 18 | Oct | 3 | | | | | | | | | | | | | | | | |
| Thanksgiving Break | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NOVEMBER | | | 1 A | 2 A | 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 | 14 | Nov | 2 | | | | | | | | | | | | | | | | |
| Winter Break | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 | 8 | Dec | 3 | | | | | | | | | | | | | | | | |
| JANUARY | H/1 | 2 NI | 3 A | 4 A | 5 B | 8 | 9 | 10 | 11 | 12 | H/15 | 16 | 17 | 18 | 19 | 22 | 23 | 24 | 25 | 26 | 29 | 30 | 31 | | | Jan | 16 | Jan | 4 | | | | | | | | | | | | | | | | |
| FEBRUARY | | | | 1 A | 2 B | 5 | 6 | 7 | 8 | 9 | 12 | 13 | 14 | 15 | H/16 | H/19 | 20 | 21 | 22 | 23 | 26 | 27 | 28 | 29 | | Feb | 16 | Feb | 3 | | | | | | | | | | | | | | | | |
| MARCH | | | | | 1 B | 4 | 5 | 6 | 7 | 8 | 11 | 12 | 13 | 14 | 15 | 18 | 19 | 20 | 21 | 22 | 25 | 26 | 27 | 28 | 29 B | Mar | 16 | Mar | 5 | | | | | | | | | | | | | | | | |
| Spring Break | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| APRIL | 1 | 2 | 3 | 4 | 5 | 8 | 9 | 10 | 11 | 12 | 15 | 16 | 17 | 18 | 19 | 22 | 23 | 24 | 25 | 26 | 29 | 30 | | | | Apr | 14 | Apr | 3 | | | | | | | | | | | | | | | | |
| MAY | | | 1 A | 2 A | 3 B | 6 | 7 | 8 | 9 | 10 | 13 | 14 | 15 | 16 | 17 | 20 | 21 | 22 | 23 | 24 | H/27 | 28 | 29 | 30 | 31 B | May | 17 | May | 5 | | | | | | | | | | | | | | | | |
| JUNE | 3 A | 4 A | 5 A | 6 A | P/7 B | 10 | 11 | 12 | 13 | 14 | 17 | 18 | H/19 | 20 | 21 | 24 | 25 | 26 | 27 | 28 | | | | | | Jun | 4 | Jun | 1 | | | | | | | | | | | | | | | | |
| Total | | | | | | | | | | | | | | | | | | | | | | 147 | Total | | | | | | | | | | | | | | | | | | | | | | 37 |

 (Employee Signature) (Date)

 (Principal/Department Head Signature) (Date)

Please Print Job Share Partner's Name

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.