

SAN DIEGO UNIFIED SCHOOL DISTRICT **Time and Labor Calendar (A) = J80%T_NO_M**
 Payroll Department **Time and Labor Calendar (B) = J20%T_MON**
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

Calendar MUST be submitted prior to salary being paid

80/20 Split, 20% Working Mondays (184 Days Total)

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

Please Print Job Share Partner's Name

 (Employee Signature) (Date)

 (Principal/Department Head Signature) (Date)

PAYROLL USE ONLY

Input Date: _____

Input By: _____