

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

Payroll Department
2023-2024 SCHOOL YEAR CALENDAR

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

_____ % _____ %
 Partner (A) Partner (B)

Traditional Year (Site Administered) Job Share

INSTRUCTIONS: Indicate full contract days with an "A" or "B". The total number of contract days is 184 days for full-time assignments.

	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		Jul	
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		Aug	
SEPTEMBER					1	H/4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	Sep		Sep	
OCTOBER	2	3	4	5	6 NI	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				Oct		Oct	
Thanksgiving Break																													
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		Nov		Nov	
Winter Break																													
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	Dec		Dec	
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			Jan		Jan	
FEBRUARY				1	2	5	6	7	8	9	12	13	14	15	H/16	H/19	20	21	22	23	26	27	27	29		Feb		Feb	
MARCH					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	Mar		Mar	
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		Apr	
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	May		May	
JUNE	3	4	5	6	P/7	10	11	12	13	14	17	18	H/19	20	21	24	25	26	27	28						Jun		Jun	
Total																													
Total																													

 (Employee Signature)

 (Date)

Please Print Job Share Partner's Name

 (Principal/Department Head Signature)

 (Date)

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

(Please note that this calendar is only to be used when the "standardized" job share calendar options do not meet the instructional program requirements.)

PAYROLL USE ONLY	
Input Date:	
Input By:	