

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

2022-2023 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

Calendar MUST be submitted prior to salary being paid

60/40 Split, 60% Working Wednesday/Thursday/Friday (184 Days Total)

	60%	40%
	Partner (A)	Partner (B)
TOTALS	TOTALS	TOTALS
Jul	0	0
Aug	3	3
Sep	14	7
Oct	10	11
Nov	9	7
Dec	8	4
Jan	12	8
Feb	11	7
Mar	12	6
Apr	12	8
May	12	9
Jun	7	4
<b>Total</b>	<b>110</b>	<b>74</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					1	H/4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
AUGUST	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	P/24	P/25	P/26	29	30	31		
SEPTEMBER				1	2	H/5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
OCTOBER	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31				
NOVEMBER		1	2	3	4	7	8	9	10	H/11	14	15	16	17	18	21	22	23	H/24	H/25	28	29	30		
DECEMBER				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	H/23	H/26	27	28	29	H/30
JANUARY	H/2	3	4	5	6	9	10	11	12	13	H/16	17	18	19	20	23	24	25	26	27	30	31			
FEBRUARY			1	2	3	6	7	8	9	10	13	14	15	16	H/17	H/20	21	22	23	24	27	28			
MARCH			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31
APRIL	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28					
MAY	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	H/29	30	31		
JUNE				1	2	5	6	7	8	9	12	13	14	P/15	16	19	20	21	22	23	26	27	28	29	30

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

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

Please Print Job Share Partner's Name

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

**Total 110 Total 74**

PAYROLL USE ONLY

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

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