

SAN DIEGO UNIFIED SCHOOL DISTRICT **Time and Labor Calendar (A) = J80%T_NO_F**
 Payroll Department **Time and Labor Calendar (B) = J20%T_F**
2022-2023 SCHOOL YEAR CALENDAR

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

Highlighted = Contract Days (A)
P = Prep Days

Highlighted = Contract Days (B)
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																							
JULY					1	H/4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	Jul	0	Jul	0																		
AUGUST	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	P/24 A	P/25 A	P/26 B	29	30	31			Aug	5	Aug	1																		
SEPTEMBER				1	2	H/5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	Sep	16	Sep	5																		
OCTOBER	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31					Oct	17	Oct	4																		
Thanksgiving Break																																															
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			Nov	14	Nov	2																		
Winter Break																																															
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	Dec	9	Dec	3																		
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				Jan	15	Jan	5																		
FEBRUARY			1	2	3	6	7	8	9	10	13	14	15	16	H/17	H/20	21	22	23	24	27	28				Feb	14	Feb	4																		
Spring Break																																															
MARCH			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	Mar	14	Mar	4																		
APRIL	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28						Apr	16	Apr	4																		
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			May	18	May	3																		
JUNE				1	2	5	6	7	8	9	12	13	14	P/15	16	19	20	21	22	23	26	27	28	29	30	Jun	9	Jun	2																		
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: _____

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