

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Payroll Department**

**2022-2023 School Year Calendar**

**Certificated Schedule**

Name: \_\_\_\_\_

Empl ID #: \_\_\_\_\_

Job Title: \_\_\_\_\_

Loc Name/Loc #: \_\_\_\_\_

Work Phone: \_\_\_\_\_

**X = Contract Days**

**H = Mandated or Declared Holiday**

**P = Prep Days**

**50% - Wednesday through Friday - Traditional (92 Days)**

	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	
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
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			Aug	3
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	11
OCTOBER	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31					Oct	10
<b>Thanksgiving Break</b>																											
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	7
<b>Winter Break</b>																											
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	7
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	10
FEBRUARY			1	2	3	6	7	8	9	10	13	14	15	16	H/17	H/20	21	22	23	24	27	28				Feb	9
<b>Spring Break</b>																											
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	9
APRIL	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28						Apr	10
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	9
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	7
																								<b>Total</b>	<b>92</b>		

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

**Calendar MUST be submitted prior to salary being paid.**

**PAYROLL USE ONLY**  
Input Date:  
\_\_\_\_\_  
Input By:  
\_\_\_\_\_  
Pay Group:  
\_\_\_\_\_

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

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

**Time and Labor Calendar = P50%TWTHF**