

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

60% - Monday through Wednesday - Traditional (110 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	4
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	13
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	11
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	6
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	12
FEBRUARY			1	2	3	6	7	8	9	10	13	14	15	16	H/17	H/20	21	22	23	24	27	28				Feb	11
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	10
APRIL	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28						Apr	12
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	14
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	6
																								Total	110		

(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 = P60%TMTW