



## Modified Year-Round 10 Month Staff 2009 - 2010 Workday Calendar

Insert Employee Name  
Insert Employee Location

Jul 2009				
M	T	W	T	F
		1	2	3 H
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
W	W	W	W	PW
27 ★	28	29	30	31
				10

Aug 2009				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
				21

Sep 2009				
M	T	W	T	F
	1	2	3	4
7 H	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28 PW	29 W	30		
				21

Oct 2009				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
				15

**Default Calendar applicable to 10 month school-based staff that includes 180 student days, 15 workdays, 10 annual leave days and 10 holidays.**

Nov 2009				
M	T	W	T	F
2	3	4	5	6
9	10	11 H	12	13
16	17	18	19	20
23	24	25 A	26 H	27 H
30				
				21

Dec 2009				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21 A	22 A	23 A	24 H	25 H
28 A	29 A	30 A	31 A	
				23

Jan 2010				
M	T	W	T	F
				1 H
4 PW	5	6	7	8
11	12	13	14	15
18 H	19	20	21	22
25	26	27	28	29
				21

Feb 2010				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15 A	16	17	18	19
22	23	24	25	26
				20

Payroll Schedule  
Ten (10) 21.5 day work periods  
Divided into 12 wage payments

Period Begins	Period Ends	Pay Dates
07/20/09	08/18/09	07/31/09
08/18/09	09/16/09	08/31/09
09/17/09	10/28/09	09/30/09
10/28/09	11/26/09	10/30/09
11/27/09	12/28/09	11/30/09
12/28/09	01/26/10	12/18/09
01/27/10	02/25/10	01/29/10
02/25/10	04/07/10	02/26/10
04/08/10	05/07/10	03/31/10
05/07/10	06/07/10	04/30/10
		05/28/10
		06/30/10

Mar 2010				
M	T	W	T	F
1	2	3	4	5
8 PW	9 W	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
				15

Apr 2010				
M	T	W	T	F
			1	2 H
5 A	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
				22

May 2010				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28 ★
31 H				
				21

Jun 2010				
M	T	W	T	F
	1 PW	2 W	3 W	4 W
7 W	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		
				5



## Modified Year-Round 11 Month Certified / Instructional Staff 2009 - 2010 Workday Calendar

Insert Employee Name  
Insert Employee Location

Jul 2009				
M	T	W	T	F
		1	2	3 H
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
W	W	W	W	PW
★ 27	28	29	30	31
				21

Aug 2009				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
				21

Sep 2009				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
H	14	15	16	17
21	22	23	24	25
28	29	30		
PW	W			
				22

Oct 2009				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
				22

**Default Calendar that includes 180 student days, 30.5 additional student contact days, 15 workdays and 11 holidays. Applicable to certified instructional staff only.**

Nov 2009				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30			H	H
				21

Dec 2009				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	
				17.5

Jan 2010				
M	T	W	T	F
				1 H
4	5	6	7	8
PW	11	12	13	14
18	19	20	21	22
H	25	26	27	28
29				
				21

Feb 2010				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
				20

Payroll Schedule  
Eleven (11) 21.5 day work periods  
Divided into 12 wage payments

Period Begins	Period Ends	Pay Dates
07/03/09	08/03/09	07/31/09
08/03/09	09/01/09	08/31/09
09/02/09	10/01/09	09/30/09
10/01/09	10/30/09	10/30/09
11/02/09	12/01/09	11/30/09
12/01/09	01/07/10	12/18/09
01/07/10	02/05/10	01/29/10
02/06/10	03/09/10	02/26/10
03/09/10	04/07/10	03/31/10
04/08/10	05/07/10	04/30/10
05/07/10	06/07/10	05/28/10
		06/30/10

Mar 2010				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
PW	W	15	16	17
22	23	24	25	26
29	30	31		
				23

Apr 2010				
M	T	W	T	F
			1	2 H
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
				22

May 2010				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				★
H				
				21

Jun 2010				
M	T	W	T	F
	1	2	3	4
	PW	W	W	W
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		
				5

**Legend:**  Pay Periods     Track Out    **H** Holiday    **W** Workday    **PW** Protected Workday

236.5 Workdays



## Modified Year-Round 12 Month Certified / Instructional Staff 2009 - 2010 Workday Calendar

Insert Employee Name  
Insert Employee Location

Jul 2009				
M	T	W	T	F
		1	2	3 H
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
W	W	W	W	PW
★ 27	28	29	30	31
				23

Aug 2009				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
				21

Sep 2009				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
H	14	15	16	17
21	22	23	24	25
28	29	30		
PW	W			
				22

Oct 2009				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
				22

**Default Calendar that includes 180 student days, 52 additional student contact days, 15 workdays and 11 holidays. Applicable to certified instructional staff only.**

Nov 2009				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
		A	H	H
30				
				21

Dec 2009				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
			H	H
28	29	30	31	
				20

Jan 2010				
M	T	W	T	F
				1 H
4	5	6	7	8
PW	11	12	13	14
18	19	20	21	22
H	25	26	27	28
29				
				21

Feb 2010				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
A	22	23	24	25
26				
				20

Payroll Schedule  
Twelve (12) 21.5 day work periods  
Divided into 12 wage payments

Period Begins	Period Ends	Pay Dates
07/01/09	07/30/09	07/31/09
07/30/09	08/28/09	08/31/09
08/31/09	09/29/09	09/30/09
09/29/09	10/28/09	10/30/09
10/29/09	11/27/09	11/30/09
11/27/09	12/30/09	12/18/09
01/01/10	02/01/10	01/29/10
02/01/10	03/02/10	02/26/10
03/03/10	04/01/10	03/31/10
04/01/10	04/30/10	04/30/10
05/03/10	06/01/10	05/28/10
06/01/10	06/30/10	06/30/10

Mar 2010				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
PW	W	15	16	17
22	23	24	25	26
29	30	31		
				23

Apr 2010				
M	T	W	T	F
			1	2 H
5	6	7	8	9
A	12	13	14	15
19	20	21	22	23
26	27	28	29	30
				22

May 2010				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
			★	
31				
H				
				21

Jun 2010				
M	T	W	T	F
	1	2	3	4
	PW	W	W	W
7	8	9	10	11
W	14	15	16	17
21	22	23	24	25
28	29	30		
				22

**Legend:**  Pay Periods     Track Out    **H** Holiday    **W** Workday    **PW** Protected Workday

258.0 Workdays



## Administrative / Support 12 Month Staff 2009 - 2010 Workday Calendar



Insert Employee Name  
Insert Employee Location

**This calendar is applicable to Principals, Asst Principals, all 12 month administrative, office & clerical support staff. Timesheets for non-exempt staff are for recordkeeping purposes only & may not reflect pay periods. Annual Salary is divided into (12) equal wage payments.**

Payroll Schedule  
Twelve (12) Pay Periods

Period Begins	Period Ends	Pay Dates
07/01/09	07/31/09	07/31/09
08/03/09	08/31/09	08/31/09
09/01/09	09/30/09	09/30/09
10/01/09	10/30/09	10/30/09
11/02/09	11/30/09	11/30/09
12/01/09	12/31/09	12/18/09
01/01/10	01/29/10	01/29/10
02/01/10	02/26/10	02/26/10
03/01/10	03/31/10	03/31/10
04/01/10	04/30/10	04/30/10
05/03/10	05/31/10	05/28/10
06/01/10	06/30/10	06/30/10

Jul 2009				
M	T	W	T	F
		1	2	3 H
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
				23

Aug 2009				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
				21

Sep 2009				
M	T	W	T	F
	1	2	3	4
7 H	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		
				22

Oct 2009				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
				22

Nov 2009				
M	T	W	T	F
2	3	4	5	6
9	10	11 H	12	13
16	17	18	19	20
23	24	25	26 H	27 H
30				
				21

Dec 2009				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24 H	25 H
28	29	30	31	
				23

Jan 2010				
M	T	W	T	F
				1 H
4	5	6	7	8
11	12	13	14	15
18 H	19	20	21	22
25	26	27	28	29
				21

Feb 2010				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
				20

Mar 2010				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
				23

Apr 2010				
M	T	W	T	F
			1	2 H
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
				22

May 2010				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31 H				
				21

Jun 2010				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		
				22



**Modified Year-Round  
90 TA  
2009 - 2010 Workday Calendar**

Insert Employee Name  
Insert Employee Location

Jul 2009				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
				5

Aug 2009				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
				21

Sep 2009				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
H	14	15	16	17
21	22	23	24	25
28	29	30		
				19

Oct 2009				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
				15

**Default Calendar applicable to 90% Teacher Assistants Only. Wage payments will not match actual days worked. Timesheets are for recordkeeping purposes only and may not reflect pay periods.**

Payroll Schedule

Divided into twelve (12) wage paymer

Nov 2009				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	H	19	20
23	24	25	26	27
30			H	H
				20

Dec 2009				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	
A	A	A	A	
				19.5

Jan 2010				
M	T	W	T	F
				1
				H
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
H	25	26	27	28
29				
				20

Feb 2010				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
				19

Period Begins	Period Ends	Pay Dates
07/27/09	07/31/09	07/31/09
08/03/09	08/31/09	08/31/09
09/01/09	09/30/09	09/30/09
10/01/09	10/30/09	10/30/09
11/02/09	11/30/09	11/30/09
12/01/09	12/31/09	12/18/09
01/01/10	01/29/10	01/29/10
02/01/10	02/26/10	02/26/10
03/01/10	03/31/10	03/31/10
04/01/10	04/30/10	04/30/10
05/03/10	05/31/10	05/28/10
06/01/10	06/30/10	06/30/10

Mar 2010				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
				13

Apr 2010				
M	T	W	T	F
			1	2
				H
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
				21

May 2010				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
				★
31				
H				
				21

Jun 2010				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		
				0

193.5 Workdays

**Legend:**  Pay Periods  Track Out A Required Leave H Holiday