



Year Round Track 1 10 Month School-Based Staff 2009 - 2010 Workday Calendar

Insert Employee Name
Insert Employee Location

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

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

Jul 2009				
M	T	W	T	F
		1 W	2 W	3 W
6 PW	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 PW
28	29	30		
				9

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 W				
				21

Dec 2009				
M	T	W	T	F
	1 PW	2 W	3	4
7	8	9	10	11
14	15	16	17	18 W
21 A	22 A	23 A	24 H	25 H
28 A	29 A	30 A	31 A	
				12

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 W	9 W	10 W	11	12
15 A	16 A	17 A	18	19
22	23	24	25	26 PW
29	30	31		
				15

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 W	10 PW	11
14	15	16	17	18
21	22	23	24	25
28	29	30		
				8

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	10/16/09	09/30/09
10/16/09	11/16/09	10/30/09
11/17/09	12/31/09	11/30/09
12/31/09	01/29/10	12/18/09
02/01/10	03/02/10	01/29/10
03/02/10	04/12/10	02/26/10
04/13/10	05/12/10	03/31/10
05/12/10	06/10/10	04/30/10
		05/28/10
		06/30/10

215.0 Workdays

Legend: Pay Periods Track Out **A** Required Leave **H** Holiday **W** Workday **PW** Protected Workday ★ First / Last Day



Year Round Track 2 10 Month School-Based Staff 2009 - 2010 Workday Calendar

Insert Employee Name
Insert Employee Location

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

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

Jul 2009				
M	T	W	T	F
		1 W	2 W	3 W
6 PW	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				
				10

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

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

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	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 W	12
15	16	17	18	19
22	23	24 A	25 A	26 A
				12

Mar 2010				
M	T	W	T	F
1	2	3	4 W	5 PW
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
				20

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				
				11

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

Period Begins	Period Ends	Pay Dates
07/01/09	07/30/09	07/31/09
07/30/09	09/15/09	08/31/09
09/16/09	10/15/09	09/30/09
10/15/09	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	03/12/10	01/29/10
03/12/10	04/12/10	02/26/10
04/13/10	05/12/10	03/31/10
05/12/10	06/30/10	04/30/10
		05/28/10
		06/30/10

215.0 Workdays

Legend: Pay Periods Track Out A Required Leave H Holiday W Workday PW Protected Workday ★ First / Last Day



Year Round Track 3 10 Month School-Based Staff 2009 - 2010 Workday Calendar

Insert Employee Name
Insert Employee Location

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

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

Jul 2009				
M	T	W	T	F
		1 W	2 W	3 W
6 PW	7 ★	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
				18

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

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 W	20 W	21	22	23
26	27	28	29	30
				14

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

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	5	6	7	8
11	12	13	14	15
18 H	19	20	21	22
25	26	27	28	29
				14

Feb 2010				
M	T	W	T	F
1	2	3	4	5
8	9 W	10 PW	11	12
15	16	17	18	19
22	23	24	25	26
				14

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 A	27 A	28 A	29	30
				20

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

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

Period Begins	Period Ends	Pay Dates
07/01/09	08/17/09	07/31/09
08/17/09	09/15/09	08/31/09
09/16/09	10/15/09	09/30/09
10/15/09	11/30/09	10/30/09
12/01/09	12/30/09	11/30/09
12/30/09	02/16/10	12/18/09
02/17/10	03/18/10	01/29/10
03/18/10	04/16/10	02/26/10
04/19/10	06/01/10	03/31/10
06/01/10	06/30/10	04/30/10
		05/28/10
		06/30/10

215.0 Workdays

Legend: Pay Periods Track Out **A** Required Leave **H** Holiday **W** Workday **PW** Protected Workday **★** First / Last Day



**Year Round Track 4
10 Month School-Based Staff
2009 - 2010 Workday Calendar**

Insert Employee Name
Insert Employee Location

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

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

Jul 2009				
M	T	W	T	F
		1 W	2 W	3 W
6	7	8	9	10
13	14	15	16	17
20	21 W	22 W	23 PW	24 PW
27 ★	28	29	30	31
				12

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		
				19

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

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 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	5	6	7	8
11	12	13	14	15
18 H	19 W	20 PW	21	22
25	26	27	28	29
				11

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 A	30 A	31 A		
				23

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

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

Period Begins	Period Ends	Pay Dates
07/01/09	08/14/09	07/31/09
08/14/09	09/14/09	08/31/09
09/15/09	10/30/09	09/30/09
10/30/09	11/30/09	10/30/09
12/01/09	12/30/09	11/30/09
12/30/09	02/11/10	12/18/09
02/12/10	03/15/10	01/29/10
03/15/10	04/30/10	02/26/10
05/03/10	06/01/10	03/31/10
06/01/10	06/30/10	04/30/10
		05/28/10
		06/30/10

215.0 Workdays

Legend: Pay Periods Track Out **A** Required Leave **H** Holiday **W** Workday **PW** Protected Workday ★ First / Last Day



Year Round Track 5 10 Month School-Based Staff 2009 - 2010 Workday Calendar

Insert Employee Name
Insert Employee Location

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

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

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

Aug 2009				
M	T	W	T	F
3	4	5	6	7
10	11	12 W	13	14
17	18	19	20	21
24	25	26	27	28
31				
				16

Sep 2009				
M	T	W	T	F
	1	2 W	3	4
7 H	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		
				13

Oct 2009				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21 W	22	23
26	27	28	29	30
				17

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				
				18

Dec 2009				
M	T	W	T	F
	1	2 W	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	
1				21

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
				12

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

Mar 2010				
M	T	W	T	F
1	2	3	4	5
8	9	10 W	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
				20

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

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		
				18

Period Begins	Period Ends	Pay Dates
07/01/09	07/30/09	07/31/09
07/30/09	09/04/09	08/31/09
09/07/09	10/26/09	09/30/09
10/26/09	11/27/09	10/30/09
11/30/09	12/31/09	11/30/09
12/31/09	02/11/10	12/18/09
02/12/10	03/15/10	01/29/10
03/15/10	04/26/10	02/26/10
04/27/10	05/26/10	03/31/10
05/26/10	06/30/10	04/30/10
		05/28/10
		06/30/10

215.0 Workdays

Legend: Pay Periods Track Out A Required Leave H Holiday W Workday PW Protected Workday



Year Round Track 6 11 Month Certified Instructional Staff 2009 - 2010 Workday Calendar



Insert Employee Name
Insert Employee Location

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

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

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

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

Default Calendar applicable to 11 month certified instructional staff and teacher assistants. Includes 180 student days, 34.5 additional student contact days (4 may be converted to workdays), 11 workdays and 11 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	26 H	27 H
30				
				18

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

Jan 2010				
M	T	W	T	F
				1 H
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
				16.5

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

Payroll Schedule

Eleven (21.5) Day Pay 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	10/05/09	09/30/09
10/05/09	11/03/09	10/30/09
11/04/09	12/08/09	11/30/09
12/08/09	01/15/10	12/18/09
01/18/10	02/22/10	01/29/10
02/23/10	03/24/10	02/26/10
03/24/10	04/30/10	03/31/10
05/03/10	06/01/10	04/30/10
06/01/10	06/30/10	05/28/10
		06/30/10

Mar 2010				
M	T	W	T	F
1	2	3	4	5
8	9	10 W	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
				20

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

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

Legend: Pay Periods Track Out **A** Required Leave **H** Holiday **W** Workday **PW** Protected Workday 236.5 Workdays



Year Round Track 7 12 Month Certified Instructional Staff 2009 - 2010 Workday Calendar



Insert Employee Name
Insert Employee Location

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

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

Sep 2009				
M	T	W	T	F
	1	2 W	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 W	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 12 month certified staff and teacher assistants.

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 W	3	4
7	8	9	10	11
14	15	16	17	18
21 PW	22 PW	23 PW	24 H	25 H
28 PW	29	30	31	
				20

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 W	18	19
22	23	24	25	26
				20

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

Period Begins	Period Ends	Pay Dates
07/01/09	07/30/09	07/30/09
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	12/28/09	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 W	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 W	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

Legend: Pay Periods Track Out **A** Required Leave **H** Holiday **W** Workday **PW** Protected Workday 258.0 Workdays