

Santa Ana Unified School District
WORKDAY SCHEDULE – CERTIFICATED
SCHOOL YEAR 2007–2008

JULY

M	T	W	T	F
2	3	H	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			
Duty Days 21 - ___ = ___				

AUGUST

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
Duty Days 23 - ___ = ___				

SEPTEMBER

M	T	W	T	F
H	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
Duty Days 19 - ___ = ___				

OCTOBER

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		
Duty Days 23 - ___ = ___				

NOVEMBER

M	T	W	T	F
			1	2
5	6	7	8	9
H	13	14	15	16
19	20	21	H	H
26	27	28	29	30
Duty Days 19 - ___ = ___				

DECEMBER

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
H	H	H	27	28
H				
Duty Days 17 - ___ = ___				

JANUARY

M	T	W	T	F
	H	2	3	4
7	8	9	10	11
14	15	16	17	18
H	22	23	24	25
28	29	30	31	
Duty Days 21 - ___ = ___				

FEBRUARY

M	T	W	T	F
				1
4	5	6	7	8
H	12	13	14	15
H	19	20	21	22
25	26	27	28	29
Duty Days 19 - ___ = ___				

MARCH

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				
Duty Days 21 - ___ = ___				

APRIL

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		
Duty Days 22 - ___ = ___				

MAY

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
H	27	28	29	30
Duty Days 21 - ___ = ___				

JUNE

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				
Duty Days 21 - ___ = ___				

1. Enter total required duty days for your position _____.
2. Circle each non-duty day (H=Holiday).
3. Delete Non-duty days from possible duty days to get monthly duty days.
4. Total of monthly duty days must equal required duty days.

NAME _____

SUPERVISOR _____

DISTRIBUTION: Please duplicate and distribute to the following: Supervisor/Division, Payroll, Employee and original to Human Resources.