



## VISTA UNIFIED SCHOOL DISTRICT 2019 – 2020 CUSTOMIZED EMPLOYEE WORK SCHEDULE - CERTIFICATED

Minutes = Tenths	
8	1
14	2
20	3
26	4
32	5
38	6
44	7
50	8
56	9

EFFECTIVE DATE: \_\_\_\_\_ HOURS/DAYS OVER STANDARD WORK YEAR (IF APPV'D) \_\_\_\_\_  
 NAME: \_\_\_\_\_ EMPLOYEE ID #: \_\_\_\_\_  
 POSITION: \_\_\_\_\_ SCHOOL/LOCATION \_\_\_\_\_  
 TOTAL WORKDAYS SCHEDULED FOR 2019-2020 \_\_\_\_\_ ASSIGNED HOURS PER DAY \_\_\_\_\_  
(Include non-teaching days, but do not include vacation days or holidays)

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 SUPERVISOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

The standard TK-8 & High School contracts are **186 days**. A customized schedule shall be mutually agreed upon between the individual employee and their immediate principal/supervisor.

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
July				H		W	W						W	W						W	W					W	W					
August			W	W						W	W						W	W						W	W						W	
September	W	H					W	W						W	W						W	W						W	W			
October					W	W						W	W							W	W					W	W					
November		W	W						W	W	H					W	W						W	W							W	
December	W						W	W						W	W						W	W							W	W		
January				W	W						W	W						W	W	H					W	W						
February	W	W						W	W					H	W	W	H					W	W						W			
March	W						W	W						W	W							W	W					W	W			
April				W	W						W	W						W	W						W	W						
May		W	W						W	W						W	W						W	W	H					W	W	
June						W	W						W	W							W	W					W	W				
<b>Total Number of Workdays:</b>																																

Mark block with an "X" the days to be worked if hours per day are constant. Mark block with number of hours worked per day if hours vary (ex.: 3.8) (or observance of Holiday)  
 Certificated employees do not have any paid Holidays. They are contracted to work a set number of days. Holidays shown are non-school days. Board Policy 6111  
**Orange Days** = School Sites Closed    **W** = Weekend    **H** = Holiday    Original: Supervisor    Copies: Payroll, Certificated HR and Employee