

Time Off Tips

Banked and Personal Leave

These absences need to be completed / approved before they are viewable by substitutes.

All Personal and Banked Personal days cannot be used together without prior authorization from the District Administrator. They cannot be used before or after a holiday or vacation day:

September 3, 2021

November 19, 2021

December 22 , 2021

March 11, 2022

April 14, 2022

May 27 , 2021

September 7, 2021

November 29, 2021

January 3, 2022

March 21, 2022

April 18, 2022

May 31, 2022

Jury Duty

Employees should not submit a request until after they are certain they will be reporting for jury duty

Bereavement Leave

3 days for immediate family: Immediate family consists of father, mother, husband, wife, son, daughter, son-in-law, daughter-in-law, brother, sister, father-in-law, mother-in-law, sister-in-law, brother-in-law, grandmother, grandmother in-law, grandfather, grandfather in-law, grandchildren, aunt, uncle, and dependents in the household.

Professional Leave Pd by Principal Will be coded to the buildings Project Code 618

Pay Deducts Must have prior approval from the District Administrator.

The employees will put in for an "Unapproved Pay Deduct."

Mandatory In-Service Teachers - No time off approved

August 24,25, & 26, 2021

September 24, 2021

October 11, 2021

November 1, 2021

November 29, 2021

January 21, 2022

January 24, 2022

February 21, 2022

March 11, 2022

April 1, 2022

May 13, 2022

June 9,2022

Mandatory In-Service for assistants - No time off approved (this may change depending on school closures)

August 24, 2021

January 21, 2022

November 1, 2021

April 1, 2022