

# Time Off Tips - Please approve daily before 10:00 AM (be sure to extend your date range - back a month and forward a month)

## 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 2, 2022**

**November 18, 2022**

**December 22, 2022**

**March 10, 2023**

**April 6, 2023**

**May 26, 2023**

**September 6, 2022**

**November 28, 2022**

**January 2, 2023**

**March 20, 2023**

**April 10, 2023**

**May 30, 2023**

## 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, 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 29,30,31, Sept 1, 2022

October 10, 2022

November 7, 2022

January 2, 2023

January 20, 2023

February 20, 2023

April 6, 2023

May 26, 2023

June 8, 2023

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

**August 29, 2022**

**August 30, 2022 (Elementary)**

**August 31, 2022 (AMS & AHS)**

**January 20, 2023**