

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 1, 2023

September 28, 2023

November 17, 2023

December 22 , 2023

January 12, 2024

March 22, 2024

May 24 2024

September 5, 2023

October 2, 2023

November 27, 2023

January 2, 2024

January 16, 2024

April 1, 2024

May 28, 2024

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 28,29,30,31, Sept 1, 2023

October 9, 2023

November 10, 2023

January 26, 2024

February 19, 2024

April 1, 2024

May 24, 2024

June 7, 2024

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

Elementary

August 28, 2023

September 1, 2023

(AMS & AHS)

August 28, 2023

October 9, 2023