

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					Keystone Closed 1 Good Friday 2	3
4	5	6	7	8	9	10
11	12	Super's Mtg 13	14	15	16	17
18	19	20	Board Mtg 21	22	23	24
25	26	27	28	29	30	

X = days worked

SL = Sick leave - allowed 5 yearly - may accumulate to 70

DL = Discretionary leave - allowed 5 - unused at end of year convert to SL

PL = Personal leave - allowed 2 yearly - non accumulative

PROL = Professional leave

PTC's = PT & number of hours worked beyond normal work day

Snow/Emergency/Bereavement = write in reason for absence on day

Leave non-working days blank

MISC. COMMENTS:

	Teacher In-Service or Work day	No School	Holiday
USD 338 Valley Falls	5	2, 5	2
USD 339 JCN	30	2, 30	2
USD 340 Jeff West		2	2
USD 341 Oskaloosa		2, 5	2
USD 342 McLouth	16	2, 16	2
USD 343 Perry-Lecompton	12	2, 12	2
USD 377 ACCS		1, 2	2

Print Name_____

Signature_____

Location_____