

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	Keystone New Teacher Inservice 7	8
9	Keystone Teacher Inservice 10	Keystone Para Inservice 8:30-11:30 or 1:00-4:00 11	12	Super's Mtg 13	14	15
16	17	18	Board Mtg 19	20	21	22
23	24	25	26	27	28	29
30	31					

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:**

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	New Teacher Orientation	Teacher In-Service or Work day	1st day classes
USD 338 Valley Falls	14	17-19, 20 half day	20-half day
USD 339 JCN	11	12-14, 17, 18 half day	18 half day
USD 340 Jeff West		14, 17, 18	19
USD 341 Oskaloosa	11, 12	13-18	19
USD 342 McLouth		14, 17	18
USD 343 Perry-Lecompton		11, 12, 13	14
USD 377 ACCS	12	17-20	21

**KEYSTONE**  
**Learning Services**

**AUGUST 2009**

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Location \_\_\_\_\_