

| Sunday | Monday             | Tuesday            | Wednesday          | Thursday           | Friday                       | Saturday |
|--------|--------------------|--------------------|--------------------|--------------------|------------------------------|----------|
|        |                    | 1                  | 2                  | 3                  | 4                            | 5        |
| 6      | 7                  | Super's Mtg 8      | 9                  | 10                 | 11                           | 12       |
| 13     | 14                 | 15                 | Board Mtg 16       | 17                 | 18                           | 19       |
| 20     | 21                 | 22                 | Keystone Closed 23 | Keystone Closed 24 | Keystone Closed Christmas 25 | 26       |
| 27     | Keystone Closed 28 | Keystone Closed 29 | Keystone Closed 30 | Keystone Closed 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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|                         | Teacher In-Service or Work day | No School          | Holiday |
|-------------------------|--------------------------------|--------------------|---------|
| USD 338 Valley Falls    | 22 half day                    | 22 half day, 23-31 | 25      |
| USD 339 JCN             |                                | 21-31              | 25      |
| USD 340 Jeff West       |                                | 23-31              | 25      |
| USD 341 Oskaloosa       | 22 half day                    | 22 half day, 23-31 | 25      |
| USD 342 McLouth         |                                | 23-31              | 25      |
| USD 343 Perry-Lecompton |                                | 21-31              | 25      |
| USD 377 ACCS            |                                | 23-31              | 25      |

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

Signature\_\_\_\_\_

Location\_\_\_\_\_