

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

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	Parent Teacher Conferences
USD 338 Valley Falls	15	15		15 1-8pm, 17 4-8pm
USD 339 JCN	15	15		
USD 340 Jeff West	15	15		15
USD 341 Oskaloosa	15	15		
USD 342 McLouth	15	15		
USD 343 Perry-Lecompton	5	4 1/2 day, 5		3 2-8pm, 4 2-8pm
USD 377 ACCS		15		

KEYSTONE
Learning Services

FEBRUARY 2010

Print Name_____

Signature_____

Location_____