

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					Keystone Closed New Year's 1	2
3	4	5	6	7	8	9
10	11	Super's Mtg 12	13	14	15	16
17	18	19	Board Mtg 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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	Teacher In-Service or Work day	No School	Holiday
USD 338 Valley Falls	4, 18	1, 4, 18	1
USD 339 JCN	4, 18	1, 4, 18	1
USD 340 Jeff West	4, 18	1, 4, 18	1
USD 341 Oskaloosa	18	1, 18	1
USD 342 McLouth	18	1, 18	1
USD 343 Perry-Lecompton	4	1, 4	1
USD 377 ACCS	11, 18	1, 11, 18	1

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

Signature\_\_\_\_\_

Location\_\_\_\_\_