

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	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			
USD 339 JCN			
USD 340 Jeff West			
USD 341 Oskaloosa			
USD 342 McLouth			
USD 343 Perry-Lecompton			
USD 377 ACCS			

Print Name_____

Signature_____

Location_____