

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

**KEYSTONE**  
**Learning Services**

**MARCH 2010**

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

Signature\_\_\_\_\_

Location\_\_\_\_\_