

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	Super's Mtg 11	12	13	14	15
16	17	18	Board Mtg 19	20	21	22
23	24	25	26	27	28	29
30	Keystone Closed Memorial Day 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	Last Day School
USD 338 Valley Falls	3, 26 1/2 Day	3, 26 1/2 Day	31	26 1/2 Day
USD 339 JCN	28		31	27
USD 340 Jeff West	21 1/2 Day, 24, 25	21 1/2 Day	31	21 1/2 Day
USD 341 Oskaloosa	3, 28	3	31	27
USD 342 McLouth	27 1/2 Day, 28	27 1/2 Day	31	27 1/2 Day
USD 343 Perry-Lecompton	25 1/2 Day, 26	25 1/2 Day	31	25 1/2 Day
USD 377 ACCS	28		31	27

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

Signature\_\_\_\_\_

Location\_\_\_\_\_