

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

Print Name_____

Signature_____

Location_____