

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	Keystone Closed Labor Day 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	14	7, 14	7	
USD 339 JCN	25	7, 25	7	
USD 340 Jeff West		7	7	
USD 341 Oskaloosa	14	7, 14	7	
USD 342 McLouth	16	7, 16	7	
USD 343 Perry-Lecompton	17 half day, 18	7, 17, 18	7	P/T Conf.16 4-8pm, 17 2-8pm
USD 377 ACCS		7	7	

Print Name_____

Signature_____

Location_____