

# Personal Leave Requests - Teachers and Nurses Blocked Out Days 2016-17

AUGUST 21				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

SEPTEMBER 21				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	23	14	15	16
19	20	21	22	23
26	27	28	29	30

OCTOBER 21				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

NOVEMBER 19				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

DECEMBER 14				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JANUARY 20				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

FEBRUARY 20				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

MARCH 18				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

APRIL 21				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MAY 19				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

JUNE				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JULY				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

### Blocked Out Days

- Fall Workshop/First 5 Days of School: August 3, 4, 5; 8, 9; 10, 11, 12; 15, 16
- Two Days Before or 2 days after a holiday or break period:
  - Labor Day: September 1, 2; 6, 7
  - Thanksgiving: November 22, 23; 28, 29
  - Winter Break: December 20, 21; January 5, 6
  - Spring Break: March 16, 17; 27, 28
  - Memorial Day: May 25, 26; 30

Key	
	Blocked Out Day
	Blocked Out Day - New Tchrs
	Conferences Comp Day
	Non-Work Day
	Non-Contract Day

- During Parent/Teacher Conferences: October 12, 13; February 16; and Any Building Parent/Teacher Conf. Day
- Building and District Staff Development Days: October 12, 13; January 16; February 16; 20
- Last 5 Days of School & Last day of work for Teachers: \*May 23, 24, 25, 26; 30 (\*Snow Day Dependent)

State Playoffs-Blocked Out	
Nov. 4; 11	State Football Playoffs
Nov. 21, 22	State Football Playoffs
Mar. 2, 3	State Basketball (Girls)
Mar. 9, 10	State Basketball (Boys)
May 19	State Track



No more than 1 teacher per building per day for elementaries/middle schools.

No more than 2 teachers per building per day for high schools.

Leave must be requested at least 5 days prior to the date of leave by completing Personal Leave form and submitting to principal.