

## Personal Leave Requests - Teachers and Nurses Blocked Out Days 2018-2019

<b>AUGUST</b> 19	<b>SEPTEMBER</b> 20	<b>OCTOBER</b> 22	<b>NOVEMBER</b> 20
M T W Th F	M T W Th F	M T W Th F	M T W Th F
1 2 3	3 4 5 6 7	1 2 3 4 5	1 2
6 7 8 9 10	10 11 12 13 14	8 9 10 11 12	5 6 7 8 9
13 14 15 16 17	17 18 19 20 21	15 16 17 18 19	12 13 14 15 16
20 21 22 23 24	24 25 26 27 28	22 23 24 25 26	19 20 21 22 23
27 28 29 30 31		29 30 31	26 27 28 29 30
<b>DECEMBER</b> 16	<b>JANUARY</b> 18	<b>FEBRUARY</b> 20	<b>MARCH</b> 17
M T W Th F	M T W Th F	M T W Th F	M T W Th F
3 4 5 6 7	1 2 3 4	1	1
10 11 12 13 14	7 8 9 10 11	4 5 6 7 8	4 5 6 7 8
17 18 19 20 21	14 15 16 17 18	11 12 13 14 15	11 12 13 14 15
24 25 26 27 28	21 22 23 24 25	18 19 20 21 22	18 19 20 21 22
	28 29 30 31	25 26 27 28	25 26 27 28 29
<b>APRIL</b> 21	<b>MAY</b> 19	<b>JUNE</b>	<b>JULY</b>
M T W Th F	M T W Th F	M T W Th F	M T W Th F
1 2 3 4 5	1 2 3	3 4 5 6 7	1 2 3 4 5
8 9 10 11 12	6 7 8 9 10	10 11 12 13 14	8 9 10 11 12
15 16 17 18 19	13 14 15 16 17	17 18 19 20 21	15 16 17 18 19
22 23 24 25 26	20 21 22 23 24	24 25 26 27 28	22 23 24 25 26
29 30	27 28 29 30 31		29 30 31

### Blocked Out Days

1. Fall Workshop/First 5 Days of School: August 6, 7, 8, 9, 10, 13, 14, 15, 16, 17
2. Two Days Before or 2 days after a holiday or break period:
  - Labor Day: August 30, 31; September 4, 5
  - Thanksgiving: November 20, 21, 26, 27
  - Winter Break: December 20, 21; January 7, 8
  - Spring Break: March 14, 15, 25, 26
  - Memorial Day: May 23, 24, 28, 29
3. During Parent/Teacher Conferences: October 17, 18; February 18; and Any Building Parent/Teacher Conf. Day
4. Building and District Staff Development Days: October 17, 18; January 21; February 14, 18
5. NETA Conference Days: April 18, 19
6. All Fridays in May: May 3, 10, 17, 24, 31
7. Last 5 Days of School & Last day of work for Teachers: \*May 24, 28, 29, 30, 31 (\*Snow Day Dependent)

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

State Playoffs-Blocked Out	
Nov. 2, 9	State Football Playoffs
Nov. 19, 20	State Football Playoffs
Feb. 28; Mar. 1	State Basketball (Girls)
Mar. 7, 8	State Basketball (Boys)
May 17	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.