

Personal Leave Requests - Teachers and Nurses

Blocked Out Days 2022-2023

AUGUST					SEPTEMBER					OCTOBER					NOVEMBER				
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	4	5	6	7		1	2	3	4
8	9	10	11	12	5	6	7	8	9	10	11	12	13	14	7	8	9	10	11
15	16	17	18	19	12	13	14	15	16	17	18	19	20	21	14	15	16	17	18
22	23	24	25	26	19	20	21	22	23	24	25	26	27	28	21	22	23	24	25
29	30	31			26	27	28	29	30	31					28	29	30		

DECEMBER					JANUARY					FEBRUARY					MARCH				
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	6			1	2	3			1	2	3	
5	6	7	8	9	9	10	11	12	13	6	7	8	9	10	6	7	8	9	10
12	13	14	15	16	16	17	18	19	20	13	14	15	16	17	13	14	15	16	17
19	20	21	22	23	23	24	25	26	27	20	21	22	23	24	20	21	22	23	24
26	27	28	29	30	30	31				27	28				27	28	29	30	31

APRIL					MAY					JUNE					JULY				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
2	3	4	5	6	1	2	3	4	5				1	2	3	4	5	6	7
10	11	12	13	14	8	9	10	11	12	5	6	7	8	9	10	11	12	13	14
17	18	19	20	21	15	16	17	18	19	12	13	14	15	16	17	18	19	20	21
24	25	26	27	28	22	23	24	25	26	19	20	21	22	23	24	25	26	27	28
					30	31				26	27	28	29	30	31				

Blocked Out Days

1. Fall Workshop/First 5 Days of School: August 3,4,5,8,9
August 10,11,12,15,16
2. Two days before or two days after a holiday or break period:
 Labor Day: September 1,2,6,7
 Thanksgiving: November 22,23,28,29
 Winter Break: December 19,20; January 4,5
 Spring Break: March 30,31; April 10,11
 End of Year: May 24,25

KEY	
	Staff Dev / Teacher Workday
	Blocked Out Day
	Conferences Comp Day
	Non-Work Day
	Non-Contract Day
	Veteran Tchr Flex work day

3. Parent/Teacher Conferences: October 12,13; February 15,16; and any Building Parent/Teacher Conf. Day
 4. Building and District Staff Development Days: Sept 6; Oct 12,13; Jan 4,16; Feb 15,16
 5. NETA Conference Days: March 16-17
 6. All Fridays in May: May 5,12,19
 7. Last 5 Days of School & Last day of work for Teachers: *May 19,22,23,24,25
 8. No more than 1 teacher per building per day for elementary/middle schools/Horizon High School
 9. No more than 2 teachers per building per day for high schools.
- **Flexible Veteran Teacher Work Days are not blocked out days
 **Any Teacher may use a personal day on a teacher work day (not a professional development day)
 *Leave must be requested at least 5 days prior to the date of leave by completing Personal Leave form and submitting to principal.

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

