

Personal Leave Requests - Teachers and Nurses Blocked Out Days 2023-2024

AUGUST				
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	31	

SEPTEMBER				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

OCTOBER				
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			

NOVEMBER				
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	

DECEMBER				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JANUARY				
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		

FEBRUARY				
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	

MARCH				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

APRIL				
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			

MAY				
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

JUNE				
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

JULY				
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		

Blocked Out Days

1. Fall Workshop/First 5 Days of School: August 3,4,7,8,9
August 10,11,14,15,16
2. Day before or day after a holiday or break period:
Labor Day: September 1,5
Thanksgiving: November 21,27
Winter Break: 2 days before; December 19,20
Spring Break: April 5,15

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 12,16; February 16; March 14,18; and any Building Parent/Teacher Conf. Day
 4. Building and District Professional Learning Days: Sept 5; Oct 12,16; Jan 3,15; Feb 16,19
 5. NETA Conference Days: March 14-15
 6. Last 5 Days of School & Last day of work for Teachers: *May 17,20,21,22,23
 7. No more than 1 teacher per building per day for elementary/middle schools/Horizon High School
 8. 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.

May 2023