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

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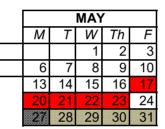
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Blocked Out Days

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