

# Personal Leave Requests - Teachers and Nurses

## Blocked Out Days 2014-15

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

### Blocked Out Days

Fall Workshop/First 5 Days of School: Aug. 4, 5, 6, 7, 8,  
11, 12, 13, 14, 15

Two Days Before or 2 days after a holiday or break period:  
 Labor Day: August 28, 29; September 2, 3  
 Thanksgiving: November 25, 26; December 1, 2  
 Winter Break: December 18, 19; January 5, 6  
 Spring Break: March 12, 13, 23, 24  
 Memorial Day: May 21, 22, 26, 27

Key	
	Blocked Out Day
	Blocked Out Day- New Teachers
	Conferences Comp Day
	Non-Work Day
	Non-Contract Day
	No School for Students

During Parent/Teacher Conferences: October 15, 16; February 16; and Any Building Parent/Teacher Conf. Day  
 Building and District Staff Development Days: October 16; January 19; February 12  
 Last 5 Days of School & Last day of work for Teachers: \*May 22, 26, 27, 28, 29; June 1 (\*Snow Day Dependent)

State Playoffs-Blocked Out	
Oct. 31	State Football Playoffs
Nov. 7	State Football Playoffs
Mar. 5, 6	State Basketball (Girls)
Mar. 12, 13	State Basketball (Boys)
May 22	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.