

**SHAWNEE MISSION PUBLIC SCHOOLS**  
**DATES WHEN PERSONAL LEAVE CANNOT BE USED: 2018-2019 SCHOOL YEAR**

<b>Date</b>	<b>Day(s)</b>	<b>Reason for Personal Leave Non-Use For Staff</b>
Aug. 6, 7, 8 & 9	Mon., Tues., Wed., Thurs.	Teacher orientation days
Aug. 10	Friday	First 5 days of the school year <b>Administrators can't use personal time, but teachers can.</b>
Aug. 13	Monday	First 5 days of the school year <b>Administrators can't use personal time, but teachers can.</b>
Aug. 14	Tuesday	First 5 days of the school year <b>Administrators can't use personal time, but teachers can.</b>
Aug. 15	Wednesday	First 5 days of the school year <b>Administrators can't use personal time, but teachers can.</b>
Aug. 16	Thursday	First 5 days of the school year <b>Administrators can't use personal time, but teachers can.</b>
Aug. 31	Friday	Day before a vacation day
<b>Sept. 3</b>	<b>Monday</b>	<b>LABOR DAY VACATION</b>
Sept. 4	Tuesday	Day after a vacation day
Nov. 20	Tuesday	Day before a vacation day
<b>Nov. 21, 22, &amp; 23</b>	<b>Wed., Thurs., &amp; Fri.</b>	<b>THANKSGIVING VACATION</b>
Nov. 26	Monday	Day after a vacation day
Dec. 21	Friday	Day before a vacation day
<b>Dec. 24-Jan 2</b>	<b>Monday - Tuesday</b>	<b>WINTER BREAK VACATION</b>
Jan. 3	Thursday	Day after a vacation day
Jan. 18	Friday	Day before a vacation day
<b>Jan. 21</b>	<b>Monday</b>	<b>MARTIN LUTHER KING VACATION</b>
Jan. 22	Tuesday	Day after a vacation day
Feb. 15	Friday	Day before a vacation day
<b>Feb. 18</b>	<b>Monday</b>	<b>PRESIDENTS' DAY VACATION</b>
Feb. 19	Tuesday	Day after a vacation day
Mar. 8	Friday	Day before a vacation day
<b>Mar. 11-15</b>	<b>Monday – Friday</b>	<b>SPRING BREAK</b>
Mar. 18	Monday	Day after a vacation day
May 20	Monday	Last 5 days of the school year for teachers and administrators.
May 21	Tuesday	Last 5 days of the school year for teachers and administrators.
May 22	Wednesday	Last 5 days of the school year for teachers and administrators.
May 23	Thursday	Last 5 days of the school year for teachers and administrators.
May 24	Friday	Last contract day for teachers
<b>May 27</b>	<b>Monday</b>	<b>MEMORIAL DAY VACATION</b>

**NOTE:**

- Personal leave cannot be combined with deduct days to circumvent the excluded days above.
- The last five (5) days of the school year and the last contract day may be adjusted forward or back, depending on the days when schools are closed due to inclement weather.
- Refer to Temporary Leaves of Absence of the Agreement Between NEA/SM and Board of Education USD 512
- Classified non-exempt employees can't take personal leave the first week (5 days) or last week (5 days) of their work schedule. Work schedules vary depending on the employee group. Work schedules are posted on the district's website.