

2021-2022

Notice to All Mansfield ISD Employees

Docked Personal Business (**Discretionary**) Days

Use of personal days (**Discretionary**) before or after breaks, holidays, and Staff Development Credit Equivalency (SDCE)

Below are holidays as listed on the teacher-student calendar. Use of discretionary personal leave immediately before/after these dates for anyone who has these dates off is prohibited by DEC(Local). Anyone taking leave on a prohibited day will be docked pay for that day and all days taken consecutively before or after. **Principals/supervisors cannot grant the use of discretionary days in violation of Board policy.**

Employees, on alternate calendars, or with questions regarding holidays based on their contracted days should refer to their duty day schedule or contact the campus/department secretary.

Labor Day Break	September 3 & 6, 2021
Thanksgiving Break	November 22-26, 2021
Winter Holiday	December 20-31, 2021
Martin Luther King, Jr. Holiday	January 17, 2022
President's Day	February 21, 2022
Spring Break	March 14-18, 2022
Spring Holiday	April 15, 2022
Memorial Day	May 30, 2022

DEC (Local) states that discretionary leave **shall not be allowed** on the first day or the last day of school.

**Discretionary personal days may not be taken on the following dates.**

First Day of Instruction  
Last Day of Instruction

August 18, 2021  
May 26, 2022\*

**\*In the event that the school calendar is extended due to closure, the Last Day of Instruction will be adjusted accordingly.**