

**Lee's Summit R-VII School District
2022-23 Emergency Days**

Emergency Days apply to all LSR7 employees. All emergency day request must be approved by your supervisor and Human Resources.

Per Board Policy GCBDA and GDBDA Paid Time Off shall not be used on the following days:

1. Inclement weather when school is in session.
2. Before or after a holiday. (Last work day that occurs before or after a holiday and before or after spring break would be considered an emergency day).
3. Early release days when an in-service is scheduled.
4. First and last week of school.

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| 7/01/22 | Day Before a Holiday-4 th of July |
| 7/05/22 | Day After a Holiday-4 th of July |
| 8/16/22 - 8/19/22 | Professional Development Days |
| 8/22/22 - 8/26/22 | First Week of School |
| 9/02/22 | Day Before a Holiday-Labor Day |
| 9/06/22 | Day After a Holiday-Labor Day |
| 10/21/22 | Professional Development Day/Teacher Workday |
| 10/26/22 – 10/27/22 | Parent-Teacher Conferences |
| 11/08/22 | Professional Development Day/Teacher Workday |
| 11/22/22 | Day Before a Holiday-Thanksgiving |
| 11/28/22 | Day After a Holiday-Thanksgiving |
| 12/22/22 | Day Before a Holiday-Winter Break |
| 1/04/23 | Day After a Holiday-Winter Break |
| 1/13/23 | Day Before a Holiday-Martin Luther King |
| 1/17/23 | Day After a Holiday-Martin Luther King |
| 2/17/23 | Day Before a Holiday-President's Day |
| 2/21/23 | Day After a Holiday-President's Day |
| 3/17/23 | Professional Development Day (PreK-8)/Time off for Spring Conf (9-12) |
| 3/24/23 | Day Before a Holiday-Spring Break |
| 4/03/23 | Day After a Holiday-Spring Break |
| 4/06/23 | Day Before a Holiday-Spring Friday |
| 4/10/23 | Day After a Holiday-Spring Friday |
| 5/18/23 - 5/24/23 | Last Week of School (subject to change due to snow days**) |
| 5/26/23 | Day Before a Holiday-Memorial Day |
| 5/29/23 | Day After a Holiday-Memorial Day |

****Pending DESE's approval, alternative instruction days (virtual learning) may be used during inclement weather days.**

**** Average number of school closures in the last 5 years is 3.5 days.**

Missouri State statute requires districts to meet a minimum of 1,044 student hours of instruction a year.

The District strongly recommends that parents/guardians and employees refrain from making vacation and other travel plans without considering the possibility that the school term will end later than anticipated due to required make-up hours.

Instructions for Requesting a PTO or PDO on an Emergency Day (two weeks prior notice is required when possible)

WorkForce Users:

Complete [Emergency Day Request Form](#). Human Resource will notify you if your request has been approved or not. If your absence is approved, the Human Resources Department will enter your absence in WorkForce for the date requested. If your absence is not approved, your absence will be entered into WorkForce as a day without pay.

Frontline Users:

Complete the [Emergency Day Request Form](#). Human Resource will notify you if your request has been approved or not. To ensure a substitute is secured, you may enter your absence as normal prior to approval in Frontline/Aesop using the correct absence code (#17 Illness Family, #18 Illness Personal or #30 Personal Other). If your request was approved, Human Resource will enter an approval on your timesheet in Workforce. If your absence is not approved, it will be entered into Workforce as a day without pay.

If you have questions or require assistance, please email Diana Raymond at diana.raymond@lsr7.net or call 986-1091.