

2022-2023

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 5, 2022
Veterans Day	November 11, 2022
Thanksgiving Break	November 21-25, 2022
Winter Holiday	December 21, 2022-January 3, 2023
Martin Luther King, Jr. Holiday	January 16, 2023
President's Day	February 20, 2023
Spring Break	March 13-17, 2023
Spring Holiday	April 7, 2023
Memorial Day	May 29, 2023
Juneteenth Day	June 19, 2023

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 17, 2022
May 25, 2023*

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