

SHAWNEE MISSION PUBLIC SCHOOLS

DATES WHEN PERSONAL LEAVE CANNOT BE USED 2024-2025 SCHOOL YEAR

Date		Reason for Personal Leave Non-Use For Staff
Aug. 7, 8, 9, 12	Wednesday-Monday	Teacher orientation/PD days
Aug. 13	Tuesday	First 5 days of the school year Administrators can't use personal time, but teachers can.
Aug. 14	Wednesday	First 5 days of the school year Administrators can't use personal time, but teachers can.
Aug. 15	Thursday	First 5 days of the school year Administrators can't use personal time, but teachers can.
Aug. 16	Friday	First 5 days of the school year Administrators can't use personal time, but teachers can.
Aug. 19	Monday	First 5 days of the school year Administrators can't use personal time, but teachers can.
Aug. 30	Friday	Day before a holiday
Sept. 2	Monday	Labor Day Holiday
Sept. 3	Tuesday	Day after a holiday and PD Day
Oct. 14	Monday	PD Day
Oct. 18	Friday	Parent Teacher Conferences
Nov. 1	Friday	PD Day
Nov. 25	Monday	PD day (Earned Flex Day for Professional Learning*)
Nov. 26	Tuesday	Day before a holiday & Parent Teacher Conferences (Earned Flex Day for P/T Conferences*)
Nov. 27, 28, 29	Wed., Thurs., Fri.	THANKSGIVING Holiday
Dec. 2	Monday	Day after a holiday
Dec. 20	Wednesday	Day before a holiday
Dec. 21 - Jan. 2		WINTER BREAK Holiday
Jan. 3	Friday	Day after a holiday
Jan. 17	Friday	Day before a holiday
Jan. 20	Monday	MARTIN LUTHER KING JR. Day Holiday
Jan. 21	Tuesday	Day after a holiday and PD day
Feb. 7	Friday	Parent Teacher Conferences
Feb. 9***	Monday	Monday following NFL Superbowl Sunday unless a professional employee has entered a personal day into the substitute management system no later than 4:59 p. m. on the Friday before
Feb. 14	Friday	Day before a holiday
Feb. 17	Monday	PRESIDENTS' Day Holiday
Feb. 18	Tuesday	Day after a holiday and PD day
Mar. 14	Friday	Day before a holiday
Mar. 17-21	Monday – Friday	SPRING BREAK
Mar. 24	Monday	Day after a holiday
Apr. 18	Friday	Parent Teacher Conferences (Earned Flex Day for P/T Conferences*)
Apr. 21	Monday	PD Day
May 22	Thursday	Last 5 days of the school year for teachers and administrators.
May 23	Friday	Last 5 days of the school year for teachers and administrators & day before a holiday.
May 26	Monday	Memorial Day Holiday
May 27	Tuesday	Last 5 days of the school year for teachers and administrators & day after a holiday. Last day with students
May 28	Wednesday	Last 5 days of the school year for teachers and administrators.
May 29	Thursday	Last contract day for teachers (Earned Flex Day for Professional Learning*)

Revised: 7/1/23

*Sec. 450 minutes, Elem. 430 Minutes

****Classified staff need to refer to the "Personnel Policies for Classified Employees" regarding the use of personal leave.****

*****Calendar date may change according to NFL schedule**