

2024 - 2025 Calendar for System Critical Dates

Ga Code 20-2-851

The Superintendent will consider approval of personal leave on a **critical day** if:

- 1) the employee has a balance of earned personal leave,
- 2) a compelling reason is clearly stated,
- 3) a substitute teacher has been secured (if applicable), and
- 4) the leave is entered in the Absence Management System.

Leave that meets **all** the above criteria and is entered in the Absence Management System **at least 30 days in advance** of the leave date **may be approved with pay**. (See procedures attached)

Personal Day(s)	DATE(S)	DESCRIPTION
Monday - Friday	July 29 - August 2, 2024	Pre- Planning/Professional Learning Days
Monday - Friday	August 5 - 9, 2024	First Week of School for Students
Friday	August 30, 2024	Day Before Labor Day Holiday
Tuesday	September 3, 2024	Day After Labor Day Holiday/Asynchronous Learning Day
Friday	October 4, 2024	Day Before Fall Break/Asynchronous Learning Day
Monday	October 14, 2024	Day After Fall Break
Friday	November 22, 2024	Day Before Thanksgiving Holidays/Asynchronous Learning Day
Monday	December 2, 2024	Day After Thanksgiving Holidays
Friday	December 20, 2024	Last Day of First Semester/Day Before Christmas Holidays
Monday - Tuesday	January 6 - 7, 2025	First Day After Christmas Holidays/Professional Learning
Friday	January 17, 2025	Day Before MLK, Jr. Holiday
Tuesday	January 21, 2025	Day After MLK, Jr. Holiday
Friday	February 14, 2025	Day Before Winter Break
Wednesday	February 19, 2025	Day After Winter Break/Asynchronous Learning Day
Friday	March 14, 2025	Asynchronous Learning Day
Friday	March 28, 2025	Day Before Spring Break
Monday	April 7, 2025	Day After Spring Break
Monday – Friday	May 19 - 23, 2025	Last Week of School for Students
Tuesday - Friday	May 27 – 30, 2025	Post Planning for Teachers

Note: Additional dates may be deemed critical to cover any contingency that may arise. Teachers will be notified should this occur.



BIBB COUNTY SCHOOL DISTRICT

The District has identified certain days as critical to the successful operation of schools. On designated critical days, employees will not be granted personal leave except by the approval of both the Principal/Supervisor and the Superintendent. The Superintendent will consider approval of personal leave on a **critical day** if the following conditions are met:

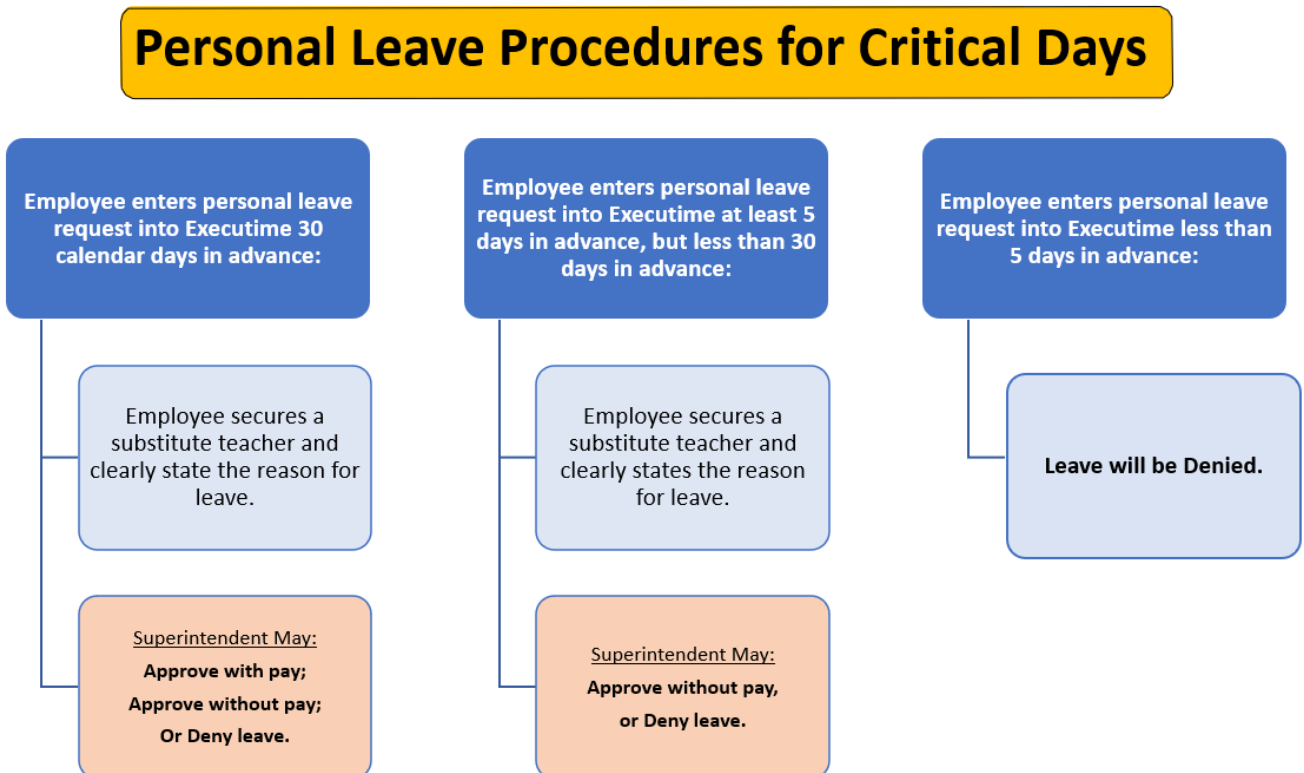
- 1) the employee has a balance of earned personal leave,
- 2) a compelling reason is clearly stated,
- 3) a substitute teacher has been secured (if applicable), and
- 4) the leave is entered in Executime.

Leave that meets **all** the above criteria and is entered in Executime **at least 30 days in advance** of the leave date **may be approved with pay**.

Leave that meets **all** the above criteria and is entered in Executime **less than 30 days prior** to the requested date may be approved, but approval **will be without pay – no exceptions**.

Personal leave entered into Executime System less than 5 days in advance of the requested date will be denied.

The diagram below illustrates this process.



When leave is denied, the employee must report to work; failure to report is an act of insubordination.