

Time Off Tips - Please approve daily before 10:00 AM

(Be sure to extend your date range - back a month and forward a month)

These absences need to be completed / approved before they are viewable by substitutes.

All Personal and Banked Personal days cannot be used together without prior authorization from the District Administrator. They cannot be used before or after a holiday or vacation day:

August 29, 2025

September 25, 2025

November 21, 2025

December 19, 2025

January 16, 2026

March 13, 2026

April 2, 2026

May 22, 2026

September 2, 2025

September 29, 2025

December 1, 2025

January 5, 2026

January 20, 2026

March 23, 2026

April 6, 2026

May 26, 2026

Jury Duty

Employees should not submit a request until after they are certain they will be reporting for jury duty

Bereavement Leave

In the event of death in the family of an employee's spouse, parents, children, brother, sister, grandparents, grandchildren, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, step parents, step children, step brother, step sister, niece, nephew, aunt or uncle, the employee shall be granted up to three (3) days bereavement pay to make household adjustments, or to attend funeral services with the last day being the day of the funeral or the day traveling back from the funeral. **The deceased's name and city should be included in the request for time off.**

Professional Leave - Pd by Principal Will be coded to the buildings Project Code 618

Pay Deducts Must have prior approval from the District Administrator.

The employees will put in for an "Unapproved Pay Deduct."

Mandatory In-Service Teachers - No time off approved

August 25,26,27,28,29, 2025

October 13, 2025

November 3, 2025

February 2, 2026

April 6, 2026

June 8, 2026

Mandatory In-Service for assistants - No time off approved (this may change depending on school closures)

Assistants/Pals/Library/SE Asst: August 25 & 26, 2025, February 2, 2026 & April 6, 2026

Heath Assistant: August 25 -28, 2025

Secretary: August 25 -29, 2025, February 2, 2026 & April 6, 2026