

MEMORANDUM

To: Certified Staff Members

FROM: Kathleen Jenney, Associate Superintendent

DATE: August 12, 2022

SUBJECT: Personal Leave for 2022-2023 School Year

UPDATED: July 13, 2022

In accordance with Section 10.3 of the Collective Bargaining Agreement, personal leave for the following dates must be requested by meeting the following criteria: You must come to Central Office and submit your request 20 days in advance, you must be in the first five percent of your bargaining unit to request the day(s), and you may not submit more than two requests per school year. Failure to follow the aforementioned criteria will result in a denial of request(s) for restricted personal leave.

Date Requested Must be Requested By

August 12, 2022 CONTRACTUAL DAY–MAY NOT BE TAKEN

August 15 SECOND CONTRACTUAL DAY–MAY NOT BE TAKEN

September 2 Prior to Labor Day August 12

September 6 After Labor Day August 17

October 14 END OF GRADING PERIOD-(GRADES 6–12 ONLY) MAY NOT BE TAKEN

November 7* END OF GRADING PERIOD (FIRST TRIMESTER K-5) MAY NOT BE TAKEN

November 22 Prior to Thanksgiving November 2

November 28 After Thanksgiving November 8

December 22 END OF GRADING PERIOD 2ND QTR/1ST SEMESTER (GRADES 6-12 ONLY) MAY NOT BE TAKEN

January 4, 2023 After Winter Break December 16

January 13 Prior to Martin Luther King Day December 23

January 17 After Martin Luther King Day December 28

February 17 Prior to President's Day January 27

February 21 After President's Day February 1

March 10* Prior to Spring Break; END OF GRADING PERIOD – MAY NOT BE TAKEN (End 2nd Trimester K-5/3RD Qtr 6-12)

March 21 After Spring Break March 1

April 6 Prior to no school on Friday March 17
April 10 After no school Friday March 21
May 1 Monday in May April 11
May 5 Friday in May April 14
May 8 Monday in May April 18
May 12 Friday in May April 21
May 15 Monday in May April 27
May 19 Friday in May April 28
May 22 Monday in May May 2
May 25 Last day for Students END OF GRADING PERIOD – MAY NOT BE TAKEN (End 3rd Trimester K-5/4th Qtr 6-12)
May 26 LAST CONTRACTUAL DAY–MAY NOT BE TAKEN
*District employees serving multiple buildings may not take three designated days for trimester – November 1, March 11 and June 1.
**For Buildings that administer semester and final exams, personal leave may not be taken during the exam period.
The dates for Grades 9 - 12 are December 15, 16, and 17.
End of year exams for grade 12 is May 26, 2022. End of year exams for grades 9 – 11 are May 27, 31 and June 1.