

SHAWNEE MISSION PUBLIC SCHOOLS

DATES WHEN PERSONAL LEAVE CANNOT BE USED 2022-2023 SCHOOL YEAR

Date		Reason for Personal Leave Non-Use For Staff
Aug. 5, 8, 9, 10	Friday - Wednesday	Teacher orientation/PD days
Aug. 11	Thursday	First 5 days of the school year Administrators can't use personal time, but teachers can.
Aug. 12	Friday	First 5 days of the school year Administrators can't use personal time, but teachers can.
Aug. 15	Monday	First 5 days of the school year Administrators can't use personal time, but teachers can.
Aug. 16	Tuesday	First 5 days of the school year Administrators can't use personal time, but teachers can.
Aug. 17	Wednesday	First 5 days of the school year Administrators can't use personal time, but teachers can.
Sept. 2	Friday	PD Day & Day before a holiday
Sept. 5	Monday	Labor Day Holiday
Sept. 6	Tuesday	Day after a holiday
Oct. 21	Friday	Parent Teacher Conferences
Nov. 21	Monday	PD day (Earned Flex Day for Professional Learning*)
Nov. 22	Tuesday	Day before a holiday & Parent Teacher Conferences (Earned Flex Day for P/T Conferences*)
Nov. 23, 24, 25	Wed., Thurs., Fri.	THANKSGIVING Holiday
Nov. 28	Monday	Day after a holiday
Dec. 20	Tuesday	Day before a holiday
Dec. 21 - 30 & Jan. 2		WINTER BREAK Holiday
Jan. 3	Tuesday	Day after a holiday
Jan. 4	Wednesday	PD day
Jan. 13	Friday	Day before a holiday
Jan. 16	Monday	MARTIN LUTHER KING JR. Day Holiday
Jan. 17	Tuesday	Day after a holiday
Feb. 10	Friday	Parent Teacher Conferences for K-6. Personal leave available for 7-12.
Feb. 13***	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. 17	Friday	Day before a holiday
Feb. 20	Monday	PRESIDENTS' Day Holiday
Feb. 21	Tuesday	Day after a holiday
Mar. 10	Friday	Day before a holiday
Mar 13-17	Monday – Friday	SPRING BREAK
Mar. 20	Monday	Day after a holiday
Apr. 7	Friday	Parent Teacher Conferences (Earned Flex Day for P/T Conferences*)
Apr. 10	Monday	PD day
May 22	Monday	Last 5 days of the school year for teachers and administrators.
May 23	Tuesday	Last 5 days of the school year for teachers and administrators.
May 24	Wednesday	Last 5 days of the school year for teachers and administrators. Last day with students.
May 25	Thursday	Last 5 days of the school year for teachers and administrators.
May 26	Friday	Last contract day for teachers (Earned Flex Day for Professional Learning*)

Revised: 4/1/22

*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**