

SHAWNEE MISSION PUBLIC SCHOOLS

DATES WHEN PERSONAL LEAVE CANNOT BE USED 2023-2024 SCHOOL YEAR

Date		Reason for Personal Leave Non-Use For Staff
Aug. 9, 10, 11, 14	Wednesday-Monday	Teacher orientation/PD days
Aug. 15	Tuesday	First 5 days of the school year Administrators can't use personal time, but teachers can.
Aug. 16	Wednesday	First 5 days of the school year Administrators can't use personal time, but teachers can.
Aug. 17	Thursday	First 5 days of the school year Administrators can't use personal time, but teachers can.
Aug. 18	Friday	First 5 days of the school year Administrators can't use personal time, but teachers can.
Aug. 21	Monday	First 5 days of the school year Administrators can't use personal time, but teachers can.
Sept. 1	Friday	Day before a holiday
Sept. 4	Monday	Labor Day Holiday
Sept. 5	Tuesday	Day after a holiday
Sept. 15	Friday	PD Day
Oct. 12	Thursday	PD Day
Oct. 20	Friday	Parent Teacher Conferences
Nov. 20	Monday	PD day (Earned Flex Day for Professional Learning*)
Nov. 21	Tuesday	Day before a holiday & Parent Teacher Conferences (Earned Flex Day for P/T Conferences*)
Nov. 22, 23, 24	Wed., Thurs., Fri.	THANKSGIVING Holiday
Nov. 27	Monday	Day after a holiday
Dec. 20	Wednesday	Day before a holiday
Dec. 21 - Jan. 3		WINTER BREAK Holiday
Jan. 4	Thursday	Day after a holiday
Jan. 5	Friday	PD day
Jan. 12	Friday	Day before a holiday
Jan. 15	Monday	MARTIN LUTHER KING JR. Day Holiday
Jan. 16	Tuesday	Day after a holiday
Feb. 9	Friday	Parent Teacher Conferences for K-6. Personal leave available for 7-12.
Feb. 12***	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. 16	Friday	Day before a holiday
Feb. 19	Monday	PRESIDENTS' Day Holiday
Feb. 20	Tuesday	Day after a holiday
Mar. 8	Friday	Day before a holiday
Mar. 11-15	Monday – Friday	SPRING BREAK
Mar. 18	Monday	Day after a holiday
Apr. 12	Friday	PD Day
Apr. 15	Monday	Parent Teacher Conferences (Earned Flex Day for P/T Conferences*)
May 24	Friday	Last 5 days of the school year for teachers and administrators & day before a holiday.
May 27	Monday	Memorial Day Holiday
May 28	Tuesday	Last 5 days of the school year for teachers and administrators & day after a holiday.
May 29	Wednesday	Last 5 days of the school year for teachers and administrators. Last day with students.
May 30	Thursday	Last 5 days of the school year for teachers and administrators.
May 31	Friday	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**