

**SHAWNEE MISSION PUBLIC SCHOOLS**

**DATES WHEN PERSONAL LEAVE CANNOT BE USED 2021-2022 SCHOOL YEAR**

<b>Date</b>		<b>Reason for Personal Leave Non-Use For Staff</b>
Aug. 6,9,10,11	Friday - Wednesday	Teacher orientation/PD days
Aug. 12	Thursday	First 5 days of the school year <b>Administrators can't use personal time, but teachers can.</b>
Aug. 13	Friday	First 5 days of the school year <b>Administrators can't use personal time, but teachers can.</b>
Aug. 16	Monday	First 5 days of the school year <b>Administrators can't use personal time, but teachers can.</b>
Aug. 17	Tuesday	First 5 days of the school year <b>Administrators can't use personal time, but teachers can.</b>
Aug. 18	Wednesday	First 5 days of the school year <b>Administrators can't use personal time, but teachers can.</b>
Sept. 3	Friday	Day before a holiday
<b>Sept. 6</b>	<b>Monday</b>	<b>Labor Day holiday</b>
Sept. 7	Tuesday	Day after a holiday
Sept. 17	Friday	PD Day
Oct. 22	Friday	Parent Teacher Conferences
Nov. 22	Monday	PD day (Earned Flex Day for Professional Learning*)
Nov. 23	Tuesday	Day before a holiday (Earned Flex Day for P/T Conferences*)
<b>Nov. 24, 25, &amp; 26</b>	<b>Wed., Thurs., &amp; Fri.</b>	<b>THANKSGIVING holiday</b>
Nov. 29	Monday	Day after a holiday
Dec. 21	Tuesday	Day before a holiday
<b>Dec. 22-31st</b>	<b>Wednesday-Friday</b>	<b>WINTER BREAK holiday</b>
Jan. 3	Monday	Day after a holiday
Jan. 4	Tuesday	PD day
Jan. 14	Friday	Day before a holiday
<b>Jan. 17</b>	<b>Monday</b>	<b>MARTIN LUTHER KING holiday</b>
Jan. 18	Tuesday	Day after a holiday
Feb. 4	Friday	Parent Teacher Conferences for K-6. Personal leave available for 7-12.
Feb. 14***	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. 18	Friday	Day before a holiday
<b>Feb. 21</b>	<b>Monday</b>	<b>PRESIDENTS' DAY holiday</b>
Feb. 22	Tuesday	Day after a holiday, PD day
Mar. 11	Friday	Day before a holiday
<b>Mar 14-18</b>	<b>Monday – Friday</b>	<b>SPRING BREAK</b>
Mar. 21	Monday	Day after a holiday
Apr. 15	Friday	Parent Teacher Conferences (Earned Flex Day for P/T Conferences*)
May 20	Friday	Last 5 days of the school year for teachers and administrators.
May 23	Monday	Last 5 days of the school year for teachers and administrators.
May 24	Tuesday	Last 5 days of the school year for teachers and administrators. Last day with students.
May 25	Wednesday	Last 5 days of the school year for teachers and administrators.
May 26	Thursday	Last contract day for teachers (Earned Flex Day for Professional Learning*)

Revised: 9/1/21

\*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**