

SHAWNEE MISSION PUBLIC SCHOOLS
DATES WHEN PERSONAL LEAVE CANNOT BE USED: 2019-2020 SCHOOL YEAR

Date	Day(s)	Reason for Personal Leave Non-Use For Staff
Aug. 6, 7, 8 & 9	Tues., Wed., Thurs., Friday	Teacher orientation days
Aug. 12	Monday	First 5 days of the school year Administrators can't use personal time, but teachers can.
Aug. 13	Tuesday	First 5 days of the school year Administrators can't use personal time, but teachers can.
Aug. 14	Wednesday	First 5 days of the school year Administrators can't use personal time, but teachers can.
Aug. 15	Thursday	First 5 days of the school year Administrators can't use personal time, but teachers can.
Aug. 16	Friday	First 5 days of the school year Administrators can't use personal time, but teachers can.
Aug. 30	Friday	Day before a vacation day
Sept. 2	Monday	LABOR DAY VACATION
Sept. 3	Tuesday	Day after a vacation day
Oct. 25	Friday	Parent Teacher Conferences
Nov. 26	Tuesday	Day before a vacation day
Nov. 27, 28, & 29	Wed., Thurs., & Fri.	THANKSGIVING VACATION
Dec. 2	Monday	Day after a vacation day
Dec. 20	Friday	Day before a vacation day
Dec. 23-Jan 2	Monday - Thursday	WINTER BREAK VACATION
Jan. 3	Friday	Day after a vacation day
Jan. 17	Friday	Day before a vacation day
Jan. 20	Monday	MARTIN LUTHER KING VACATION
Jan. 21	Tuesday	Day after a vacation day
Feb. 14	Friday	Day before a vacation day
Feb. 17	Monday	PRESIDENTS' DAY VACATION
Feb. 18	Tuesday	Day after a vacation day
Mar. 13	Friday	Day before a vacation day
Mar. 16-20	Monday – Friday	SPRING BREAK
Mar. 23	Tuesday	Day after a vacation day
May 20	Wednesday	Last 5 days of the school year for teachers and administrators.
May 21	Thursday	Last 5 days of the school year for teachers and administrators.
May 22	Friday	Last 5 days of the school year for teachers and administrators.
May 25	Monday	MEMORIAL DAY VACATION
May 26	Tuesday	Last 5 days of the school year for teachers and administrators.
May 27	Wednesday	Last contract day for teachers

NOTE:

- Personal leave cannot be combined with deduct days to circumvent the excluded days above.
- The last five (5) days of the school year and the last contract day may be adjusted forward or back, depending on the days when schools are closed due to inclement weather.
- Refer to Temporary Leaves of Absence of the Agreement Between NEA/SM and Board of Education USD 512
- Classified non-exempt employees can't take personal leave the first week (5 days) or last week (5 days) of their work schedule. Work schedules vary depending on the employee group. Work schedules are posted on the district's website.