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Annual/Personal Leave Day
First Five Days of School

Elementary Level Aug 22-28
Secondary Level Aug 21-25

As Per DP335(B) and DP335 NEG:
Annual/Personal Leave shall not be taken during the first five days that students are in school unless listed as an exception in policy.

If applicable, an explanation of the policy exception must be written in the time off description box.

Please refer to policy for further clarification.

Payroll Due	Aug 2
Direct Dep Changes by	Aug 11
View Paycheck	Aug 23
Pay Day	Aug 25

True Time Deadlines

Date Range July 3 – Aug 6

Employee Submittal	Aug 9
First Approval	Aug 11
Final Approval	Aug 15