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Fall Recess

All Traditional, 206/207 contracts Oct 24 – Oct 27
All 242, 245 contracts Oct 26 – Oct 27

Critical Days

All Licensed and ESP employees Oct 20 and Oct 30

As Per DP335(B) and DP335NEG: Contracted employees who have not been approved by Human Resources for using an annual/personal day on **Critical Days** may be docked (Licensed \$156 or ESP 40% of their daily rate) unless the leave reason is listed as an exception in policy.

An explanation of the exception must be written in the time off description box.

Please refer to policy for further clarification.

Parent Teacher Conference

Elementary School Oct 4 – 5
(Comp Day Oct 6)

As per DP335(B) and DP335NEG: Annual/Personal leave shall not be used during Parent Teacher Conferences.

Payroll Due	Oct 3
Direct Dep Changes by	Oct 10
View Paycheck	Oct 21
Pay Day	Oct 25

True Time Deadlines

Date Range Sep 4 – Oct 1

Employee Submittal	Oct 4
First Approval	Oct 6
Final Approval	Oct 10

Substitute Deadlines

<u>Date Range</u>	<u>Due</u>	<u>Payday</u>
Sep 16-Sep 30	Oct 2	Oct 10
Oct 1-Oct 15	Oct 16	Oct 25

Grade Transmittal Day

Oct 23

All 206, 242 and 245 employees must record a leave day if not in attendance.