

## Monthly Payroll / Attendance Calendar

### Please put your name on your calendar!

All Licensed Staff are required to submit calendars every month for payroll and auditing purposes. Mark your calendar with the appropriate codes listed on the calendar.

- Mark an "X" if work a full day. If not worked a full day please write  $\frac{1}{4}$ ,  $\frac{1}{2}$ ,  $\frac{3}{4}$  amount worked on the calendar. Please identify leave being used in quarter increments. (ex.  $\frac{1}{4}$  work  $\frac{3}{4}$  SL, PL, etc.)
- Submit monthly calendars by the first day the media route runs each month – should be in the Keystone office no later than the 5<sup>th</sup>.

See the **Negotiated Agreement** or the **Teacher Policies and Procedure Handbook** for detailed information regarding leave.

### Calendar Codes

X = days worked

SL = Sick leave - allowed 5 yearly - may accumulate to 70

DL = Discretionary leave - allowed 5 - unused at end of year convert to SL

PL = Personal leave - allowed 2 yearly - non accumulative

PROL= Professional leave

PTC's (Parent Teacher Conference) = PT & number of hours worked beyond normal work day

**Snow/Emergency/Bereavement = write in reason for absence on day**

**Leave non-working days blank**

Print Name Super Teacher  
Signature Super Teacher  
Location/Grant School USA

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			X 1	X 2	1/2 work 1/2 DL 3	4
5	Keystone Closed 6	X 7	3/4 work 1/4 SL 8	X 9	X 10	11
12	X 13	X 14	X Board Mtg 15	X 16	X 17	18
19	ProL 20	X 21	X + .5 PTC 22	X 23	X 24	25
26	X 27	X 28	X 29	X 30		

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Leave non-working days blank  
MISC. COMMENTS:

	Teacher In-service or Workday	No School
USD 338 Valley Falls	13	6, 13
USD 339 JCN	24	6, 24
USD 340 Jeff West		6
USD 341 Oskaloosa	13	6, 13
USD 342 McLouth	20	6, 20
USD 343 Perry Lecompton	23 pm P/T	6, 23 am, 24 P/T 22 4-8pm, 23 2-8pm
USD 377 ACCS		6