

KILLEEN INDEPENDENT SCHOOL DISTRICT
2020-21 DUTY CALENDAR

The anticipated 2020-21 beginning and ending dates for teachers, administrators, professional support, secretaries, aides, and classified personnel are listed below. The teacher calendar (first work day of August 4, 2020 and last work day of May 28, 2021) assumes a 10 month work year. Note: These dates are subject to change due to bad weather, legislative changes, or other unforeseen circumstances.

<u>Days</u>	<u>First Duty Day</u>	<u>Last Duty Day</u>
(1) 260	July 1, 2020	June 30, 2021
(2) 226	July 1, 2020	June 30, 2021
220	July 6, 2020	June 16, 2021
215	July 6, 2020	June 9, 2021
(3) 215	July 27, 2020	June 30, 2021
210	July 13, 2020	June 9, 2021
(4) 210	July 20, 2020	June 16, 2021
205	July 14, 2020	June 3, 2021
(5) 203	July 20, 2020	June 7, 2021
202	July 20, 2020	June 4, 2021
198	July 27, 2020	June 7, 2021
195	July 27, 2020	June 2, 2021
193	July 27, 2020	May 28, 2021
187	August 4, 2020	May 28, 2021
(6) 182	August 4, 2020	May 28, 2021
(7) 180	August 6, 2020	May 28, 2021
(8) 180	August 11, 2020	May 28, 2021
Student Workers	August 17, 2020	May 27, 2021

- (1) Includes 12 paid holidays (2020: July 3, September 7, November 11, November 25, November 26, November 27, December 24, December 25, December 31; 2021: January 1, January 18, and May 31)
- (2) Includes week of July 1-3, 2020 as non-working days and **four (4) flex days**
- (3) Campus Technology Support Specialist
- (4) JROTC Instructors, Police Officers, Public Information Assistant
- (5) Secondary Counselors (203) may work a maximum of five (5) days during the summer as agreed upon by the campus principal. Days earned and used must be tracked through the payroll management system. These days must be earned and used within the same contract year (July 1st to June 30th).
- (6) School Nutrition Managers/Assistant Managers and Bus Drivers (includes September 4, October 9, February 12, March 22, and April 12 as non-working days)
- (7) School Nutrition Workers (includes September 4, October 9, February 12, March 22, and April 12 as non-working days)
- (8) Crossing Guards (includes September 4 and April 12 as non-working days).

Beginning and/or ending dates may be adjusted for SECRETARIES AND AIDES on a comp time basis with prior approval of their supervisors. **Such changes MUST be documented in a memo forwarded to the Director for Auxiliary Human Resources prior to the effective date of the adjustment.** (See KISD Procedure VI-WW regarding "comp time")

Adjustments in the schedules for PROFESSIONAL PERSONNEL whose work year exceeds 187 days may be made with prior approval of the appropriate supervisor on a comp time basis. In addition to submitting the comp time worked/taken in the district timekeeping software, **these changes MUST be documented in a memo forwarded to the Chief Human Resources Officer prior to the effective date of the adjustment.**