

KILLEEN INDEPENDENT SCHOOL DISTRICT  
2019-20 DUTY CALENDAR

The anticipated 2019-20 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 6, 2019 and last work day of May 29, 2020) 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, 2019	June 30, 2020
(2)	226	July 1, 2019	June 30, 2020
	220	July 8, 2019	June 16, 2020
	215	July 8, 2019	June 9, 2020
(3)	210	July 22, 2019	June 16, 2020
	210	July 15, 2019	June 9, 2020
	205	July 17, 2019	June 4, 2020
(4)	203	July 22, 2019	June 5, 2020
	202	July 22, 2019	June 4, 2020
	198	July 29, 2019	June 5, 2020
	195	August 5, 2019	June 9, 2020
	193	July 29, 2019	May 29, 2020
	187	August 6, 2019	May 29, 2020
	185	August 8, 2019	May 29, 2020
	184	August 15, 2019	June 4, 2020
	182	August 13, 2019	May 29, 2020
(5)	182	August 19, 2019	June 4, 2020
	Student Workers	August 26, 2019	May 27, 2020

- (1) Includes 12 paid holidays (2019: July 4, September 2, November 11, November 27, November 28, November 29, December 24, December 25, December 26; 2020: January 1, January 20, and May 25)
- (2) Includes week of July 1-5, 2019 and June 29-30, 2020 as non-working days and **two (2) flex days** to be requested by the employee and approved by the supervisor
- (3) JROTC Instructors, Police Officers, Public Information Assistant
- (4) Secondary counselors (203) may use a maximum of five (5) days from their contract for working during the summer as agreed upon by the campus principal. Days earned and used are to be tracked through the district's payroll management system. These five (5) days must be earned and used within the same contract year (July 1<sup>st</sup> to June 30<sup>th</sup>).
- (5) School Nutrition workers

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.**

DATE: January 2019

CONTACT PERSON: Chief Human Resources Officer