

**KILLEEN INDEPENDENT SCHOOL DISTRICT
2021-2022 DUTY CALENDAR**

The anticipated 2021-22 beginning and ending dates for teachers, administrators, professional support, secretaries, aides, and classified personnel are listed below. The teacher calendar (first workday of August 3, 2021 and last work day of May 27, 2022) 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, 2021	June 30, 2022
(2) 226	July 1, 2021	June 30, 2022
220	July 12, 2021	June 22, 2022
215	July 12, 2021	June 15, 2022
210	July 12, 2021	June 8, 2022
(3) 210	July 19, 2021	June 15, 2022
205	July 19, 2021	June 8, 2022
(4) 203	July 19, 2021	June 6, 2022
202	July 19, 2021	June 3, 2022
198	July 26, 2021	June 6, 2022
195	July 26, 2021	June 3, 2022
193	July 26, 2021	May 27, 2022
187	August 3, 2021	May 27, 2022
(5) 180	August 10, 2021	May 27, 2022
(6) 180	August 6, 2021	May 27, 2022
(7) 178	August 10, 2021	May 27, 2022
Student Workers	August 16, 2021	May 26, 2022

- (1) Includes 12 paid holidays (2021: July 5, September 6, November 11, November 24, November 25, November 26, December 23, December 24, December 30, December 31; 2022: January 17, and May 30)
- (2) Includes week of July 5-9, 2021 as non-working days and **two (2) flex days**
- (3) JROTC Instructors and Public Information Assistant
- (4) 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).
- (5) Crossing Guards (includes September 3 and April 18 as non-working days)
- (6) School Nutrition Managers/Assistant Managers and Bus Drivers (includes September 3, October 8, February 18, and April 18 as non-working days)
- (7) School Nutrition Workers (includes September 3, October 8, February 18, and April 18 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 Administrative 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: May 2021 (2)
May 2021 (1)

CONTACT: Chief Human Resources Officer