

**KILLEEN INDEPENDENT SCHOOL DISTRICT  
2022-2023 DUTY CALENDAR**

The anticipated 2022-2023 beginning and ending dates for teachers, administrators, professional support, secretaries, aides, and classified personnel are listed below. The teacher calendar (first workday of August 2, 2022 and last work day of May 26, 2023) 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, 2022	June 30, 2023
(2) 226	July 1, 2022	June 30, 2023
220	July 11, 2022	June 21, 2023
215	July 11, 2022	June 14, 2023
210	July 11, 2022	June 7, 2023
(3) 210	July 18, 2022	June 14, 2023
205	July 18, 2022	June 7, 2023
(4) 203	July 18, 2022	June 5, 2023
202	July 18, 2022	June 2, 2023
198	July 25, 2022	June 5, 2023
195	July 27, 2022	June 2, 2023
193	July 25, 2022	May 26, 2023
187	August 2, 2022	May 26, 2023
(5) 180	August 9, 2022	May 26, 2023
(6) 180	August 5, 2022	May 26, 2023
(7) 178	August 9, 2022	May 26, 2023
Student Workers	August 15, 2022	May 25, 2023

- (1) Includes 12 paid holidays (2022: July 4, September 5, November 11, November 23, November 24, November 25, December 22, December 23, December 29, December 30; 2023: January 16, and May 29) and June 19, 2023 as a non-working day.
- (2) Includes week of July 4-8, 2022 and June 19, 2023 as non-working days and **one (1) flex day**
- (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 1<sup>st</sup> to June 30<sup>th</sup>).
- (5) Crossing Guards (includes September 2 and April 10 as non-working days)
- (6) School Nutrition Managers/Assistant Managers and Bus Drivers (includes September 2, October 7, February 17, and April 10 as non-working days)
- (7) School Nutrition Workers (includes September 2, October 7, February 17, and April 10 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 Assistant Superintendent of Human Resources prior to the effective date of the adjustment.**

DATE: March 2023  
September 2022

CONTACT: Assistant Superintendent of Human Resources