

KILLEEN INDEPENDENT SCHOOL DISTRICT  
2016-17 DUTY CALENDAR

The anticipated 2016-17 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 8, 2016 and last work day of June 1, 2017) 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, 2016	June 30, 2017
(2)	226	July 1, 2016	June 30, 2017
	220	July 11, 2016	June 20, 2017
	215	July 11, 2016	June 13, 2017
(3)	210	July 25, 2016	June 20, 2017
	210	July 18, 2016	June 13, 2017
(4)	205	July 20, 2016	June 9, 2017
(5)	203	July 25, 2016	June 9, 2017
	202	July 26, 2016	June 9, 2017
	198	August 1, 2016	June 9, 2017
	193	August 1, 2016	June 2, 2017
	187	August 8, 2016	June 1, 2017
	185	August 10, 2016	June 1, 2017
	182	August 11, 2016	May 30, 2017
	172	August 22, 2016	May 26, 2017

- (1) Includes 12 paid holidays (2016: July 4, September 5, November 11, November 23, November 24, November 25, December 23, December 26, December 30; 2017: January 2, January 16, and May 29)
- (2) Includes week of July 4-8 as non-working days and **three (3) flex days** to be requested by the employee and approved by the supervisor
- (3) JROTC Instructors, Police Officers, Public Information Assistant
- (4) July 22<sup>nd</sup> is not a work day for this calendar.
- (5) 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>).

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 2016

CONTACT PERSON: Chief Human Resources Officer