

KILLEEN INDEPENDENT SCHOOL DISTRICT  
2017-18 DUTY CALENDAR

The anticipated 2017-18 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, 2017 and last work day of June 4, 2018) 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, 2017	June 30, 2018
(2)	226	July 1, 2017	June 30, 2018
	220	July 10, 2017	June 20, 2018
	215	July 10, 2017	June 13, 2018
(3)	210	July 24, 2017	June 20, 2018
	210	July 17, 2017	June 13, 2018
(4)	205	July 19, 2017	June 8, 2018
(5)	203	July 24, 2017	June 11, 2018
	202	July 24, 2017	June 8, 2018
	198	July 31, 2017	June 11, 2018
	193	July 31, 2017	June 4, 2018
	187	August 8, 2017	June 4, 2018
	185	August 10, 2017	June 4, 2018
	182	August 14, 2017	June 1, 2018
	172	August 28, 2017	May 31, 2018

- (1) Includes 12 paid holidays (2017: July 4, September 4, November 10, November 22, November 23, November 24, December 25, December 26, December 29; 2018: January 1, January 15, and May 28)
- (2) Includes week of July 3-7 as non-working days and **one (1) flex day** to be requested by the employee and approved by the supervisor
- (3) JROTC Instructors, Police Officers, Public Information Assistant
- (4) July 21<sup>st</sup> (Friday) is 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 2017

CONTACT PERSON: Chief Human Resources Officer