

KILLEEN INDEPENDENT SCHOOL DISTRICT  
2018-19 DUTY CALENDAR

The anticipated 2018-19 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 7, 2018 and last work day of May 31, 2019) 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, 2018	June 30, 2019
(2)	226	July 1, 2018	June 30, 2019
	220	July 9, 2018	June 18, 2019
	215	July 9, 2018	June 11, 2019
(3)	210	July 23, 2018	June 18, 2019
	210	July 16, 2018	June 11, 2019
	205	July 18, 2018	June 7, 2019
(4)	203	July 23, 2018	June 7, 2019
	202	July 23, 2018	June 6, 2019
	198	July 30, 2018	June 7, 2019
	193	July 30, 2018	May 31, 2019
	187	August 7, 2018	May 31, 2019
	185	August 9, 2018	May 31, 2019
	182	August 14, 2018	May 31, 2019
	171	August 27, 2018	May 30, 2019

- (1) Includes 12 paid holidays (2018: July 4, September 3, November 12, November 21, November 22, November 23, December 24, December 25, December 26; 2019: January 1, January 21, and May 27)
- (2) Includes week of July 2-6 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>).

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: February 2018

CONTACT PERSON: Chief Human Resources Officer