



**2017-2018  
Professional Development Days -- Trade Days -- Work Days  
Attendance Requirements**

Board Policy DEC (LOCAL) states:

*Discretionary use of state personal or local personal leave shall not be permitted for instructionally related personnel on the day before a school holiday, the day after a school holiday, days scheduled for state-mandated assessments, or professional development days.*

2017-2018 Protected Days:

<u>2017</u> August 8-11; 14-16 September 1 & 5 October 6 & 10 November 22 & 27 December 15	<u>2018</u> January 2 & 15 February 19 March 9 & 19 April 2 & 30 May 25 & 29
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	Professional Learning Days October 6, 2017 February 19, 2018	Trade Days November 22, 2017 January 15, 2018	Planning Day January 2, 2018	Work Day May 26, 2018
<b>Exempt Staff</b> <i>Example: teacher, counselor, librarian, nurse, IC, assistant principal, etc.</i>	<i>Must report to work and attend professional development as directed by the principal.</i>	<i>Must have completed professional development outside the regular work schedule and total 12 credits for both days:  November 22, 2017 = earn 6 credits - June 1-Nov 6  January 15, 2018 = earn 6 credits - June 1-Jan 2  OR  Must report to work.</i>	<i>This is a regular employment day within the pay calendar.</i>	<i>At principal discretion, not required to attend if all work is completed.</i>
<b>Non-Exempt Staff</b> <i>Example: secretary, clerk, bookkeeper, instructional aide, LVN, etc. (staff on the timekeeping system)</i>	<i>Must report to work for 6 hours, with 2 hours principal-approved early release.  OR  At principal discretion, may use 8 hours comp time. Must have comp time balance and record 8 hours comp time if not reporting to work.</i>	<i>Must have completed 6 hours professional development outside the regular work schedule for each day and code 2 hours each day as principal-approved release.  OR  Must have a compensatory time balance and record 8 hours comp time for each day, if 6 hours PD is not completed.</i>	<i>This is a regular employment day within the pay calendar.</i>	<i>Must report to work for 6 hours, with 2 hours principal-approved early release.  OR  At principal discretion, may use 8 hours comp time. Must have comp time balance and record 8 hours comp time if not reporting to work.</i>