

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	Keystone Closed 4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	Super's Mtg 19	Board Mtg 20	21	22	23
24	25	26	27	28	29	30
31						

X = days worked

SL = Sick leave - allowed 5 yearly - may accumulate to 70

DL = discretionary leave - allowed 5 days - unused at end of year convert to SL

PL = personal leave - allowed 2 days - non accumulative

PROL = Professional Leave

Snow/Emergency/Bereavement = write in reason for absence on day

PTC's = PT and number of hrs worked beyond normal work day

MISC. COMMENTS:
