

2023 - 2024 Calendar for System Critical Dates

Ga Code 20-2-851

The Superintendent will consider approval of personal leave on a **critical day** if:

- 1) the employee has a balance of earned personal leave,
- 2) a compelling reason is clearly stated,
- 3) a substitute teacher has been secured (if applicable), and
- 4) the leave is entered in the Absence Management System.

Leave that meets **all** the above criteria and is entered in the Absence Management System **at least 30 days in advance** of the leave date **may be approved with pay**. (See procedures attached)

Personal Day(s)	DATE(S)	DESCRIPTION
Tuesday - Monday	July 25 - 31, 2023	Pre- Planning/Professional Learning Days
Tuesday - Friday	August 1 - 4, 2023	First Week of School for Students
Friday	September 1, 2023	Day Before Labor Day Holiday
Tuesday	September 5, 2023	Day After Labor Day Holiday/Professional Learning Day
Friday	October 6, 2023	Day Before Fall Break/Asynchronous Learning Day
Monday	October 16, 2023	Day After Fall Break
Friday	November 17, 2023	Day Before Thanksgiving Holidays/Asynchronous Learning Day
Monday	November 27, 2023	Day After Thanksgiving Holidays
Tuesday	December 19, 2023	Last Day of First Semester/Day Before Christmas Holidays
Wednesday - Thursday	January 3 - 4, 2024	First Day After Christmas Holidays/Professional Learning Day
Friday	January 12, 2024	Day Before MLK, Jr. Holiday
Tuesday	January 16, 2024	Day After MLK, Jr. Holiday
Friday	February 16, 2024	Day Before Winter Break
Wednesday	February 21, 2024	Day After Winter Break/Professional Learning Day
Friday	March 15, 2024	Asynchronous Learning Day
Friday	March 29, 2024	Day Before Spring Break
Monday	April 8, 2024	Day After Spring Break
Monday – Wednesday	May 20-22, 2024	Last Week of School for Students
Thursday - Friday	May 23 – 24, 2024	Post Planning for Teachers

**Note: Additional dates may be deemed critical to cover any contingency that may arise.
Teachers will be notified should this occur.**

The District has identified certain days as critical to the successful operation of schools. On designated critical days, employees will not be granted personal leave except by the approval of both the Principal/Supervisor and the Superintendent. The Superintendent will consider approval of personal leave on a **critical day** if the following conditions are met:

- 1) the employee has a balance of earned personal leave,
- 2) a compelling reason is clearly stated,
- 3) a substitute teacher has been secured (if applicable), and
- 4) the leave is entered in the Absence Management System.

Leave that meets **all** the above criteria and is entered in the Absence Management System **at least 30 days in advance** of the leave date **may be approved with pay**.

Leave that meets **all** the above criteria and is entered in the Absence Management System **less than 30 days prior** to the requested date may be approved, but approval **will be without pay – no exceptions**.

Personal leave entered into the Absence Management System less than 5 days in advance of the requested date will be denied.

The diagram below illustrates this process.

Personal Leave Procedures for Critical Days

Employee enters personal leave request into the Absence Management System **30 calendar days in advance**. Employee secures a substitute teacher and clearly states the reason for leave.

Employee enters personal leave request into the Absence Management System **at least 5 days in advance, but less than 30 days in advance**. Employee secures a substitute teacher and clearly states the reason for leave.

Employee enters personal leave request into the Absence Management System **less than 5 days in advance**.

Superintendent **may**:
Approve with pay;
Approve without pay; or
Deny leave.

Superintendent may:
**Approve without pay, or
Deny leave.**

Leave will be denied.

When leave is denied, the employee must report to work; failure to report is an act of insubordination.