

**KILLEEN INDEPENDENT SCHOOL DISTRICT
2023-2024 DUTY CALENDAR**

The anticipated 2023-2024 beginning and ending dates for teachers, administrators, professional support, secretaries, aides, and classified personnel are listed below. The teacher calendar (first workday of August 1, 2023 and last work day of May 24, 2024) assumes a 10- month work year.

Note: These dates are subject to change due to bad weather, legislative changes, or other unforeseen circumstances.

| <u>Work Days</u> | <u>First Duty Day</u> | <u>Last Duty Day</u> | <u>Calendar Name</u> |
|------------------|-----------------------|----------------------|----------------------|
| (1) 256 | July 1, 2023 | June 30, 2024 | 260A |
| (2) 222 | July 1, 2023 | June 30, 2024 | 226A |
| 216 | July 10, 2023 | June 20, 2024 | 220A |
| 211 | July 10, 2023 | June 12, 2024 | 215A/215B |
| 206 | July 10, 2023 | June 5, 2024 | 210A |
| (3) 206 | July 17, 2023 | June 12, 2024 | 210B |
| 201 | July 17, 2023 | June 5, 2024 | 205A |
| (4) 199 | July 17, 2023 | June 3, 2024 | 203A |
| 198 | July 17, 2023 | May 31, 2024 | 202A |
| 194 | July 24, 2023 | June 3, 2024 | 198A |
| 194 | July 17, 2023 | May 24, 2024 | 198B |
| 191 | July 26, 2023 | May 31, 2024 | 195A |
| 189 | July 24, 2023 | May 24, 2024 | 193A/193B |
| 183 | August 1, 2023 | May 24, 2024 | 187A |
| (5) 176 | August 8, 2023 | May 24, 2024 | 180B/180C |
| (6) 174 | August 10, 2023 | May 24, 2024 | 178A |

- (1) Includes 12 paid holidays (2023: July 4, September 4, November 10, November 22, November 23, November 24, December 25, December 26; 2024: January 1, January 15, May 27, and June 19) AND four non-working days (2023: October 9; 2024: January 2, February 19, and March 15)
- (2) Includes week of July 3-7, 2023 as non-working days
- (3) JROTC Instructors and Public Information Assistant
- (4) Secondary Counselors (199) may work a maximum of five (5) days during the summer as agreed upon by the campus principal. Days earned and used must be tracked through the payroll management system. These days must be earned and used within the same contract year (July 1st to June 30th).
- (5) Crossing Guards, School Nutrition Managers/Assistant Managers, and Bus Drivers (includes October 6 and March 8 as non-working days)
- (6) School Nutrition Workers (includes October 6 and March 8 as non-working days)

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 [Administrative Procedure VI-WW](#) regarding "comp time.")

Adjustments in the schedules for PROFESSIONAL PERSONNEL whose work year exceeds 183 days may be made with prior approval of the appropriate supervisor on a comp time using district timekeeping software.

DATE: March 2024
May 2023

CONTACT: Assistant Superintendent for Human Resources