

Lee's Summit R-VII School District 2018-19 Emergency Days

7/03/18	Day Before a Holiday-4 th of July
7/05/18	Day After a Holiday-4 th of July
8/08/18-8/14/18	Week Before School Starts
8/15/18-8/21/18	First Week of School
8/31/18	Day Before a Holiday-Labor Day
9/04/18	Day After a Holiday-Labor Day
10/12/18	Teacher Workday/Professional Development Day
10/17/18	Early Release Day/Parent-Teacher Conferences
10/18/18	Parent-Teacher Conferences
11/06/18	Professional Development Day
11/20/18	Day Before a Holiday-Thanksgiving
11/26/18	Day After a Holiday-Thanksgiving
12/19/18	Early Release Day Day Before a Holiday-Winter Break
1/02/19	Day After a Holiday-Winter Break Teacher Workday/Professional Development
1/03/19	Day After a Holiday-Winter Break SUPPORT STAFF ONLY*
1/18/19	Day Before a Holiday-Martin Luther King
1/22/19	Day After a Holiday-Martin Luther King
2/15/19	Early Release Day/Professional Development Day Before a Holiday-President's Day
2/19/19	Day After a Holiday-President's Day
3/01/19	Professional Development Day
3/15/19	Day Before a Holiday-Spring Break
3/25/19	Day After a Holiday-Spring Break
4/18/19	Day Before a Holiday-Spring Friday
4/22/19	Day After a Holiday-Spring Friday
5/13/19-5/17/19	Last Week of School (subject to change due to snow days)
5/24/19	Day Before a Holiday-Memorial Day
5/28/19	Day After a Holiday-Memorial Day

***Last work day that occurs before or after a holiday or before or after spring break would be considered an emergency day and not eligible for PTO or PDO.**

Instructions for Requesting a PTO or PDO on an Emergency Day (two weeks prior notice is required when possible)

WorkForce Users:

In order to request a **PTO or PDO** on an emergency day, you will need to email **Dr. Debra Delsemme, Assistant Superintendent of Human Resources**, deborah.delsemme@lsr7.net and also copy your supervisor on the email. Your email must include (1) date of the requested absence and (2) reason for the absence.

Dr. Delsemme will respond to you and copy your supervisor letting you know if your request was approved or not approved. If your absence is approved, the Human Resources Department will enter your absence in WorkForce for the date requested. If your absence is not approved and you do not mark your attendance that day using WorkForce, your pay will be reduced accordingly.

Frontline/AESOP Users:

In order to request a **PTO or PDO** on an emergency day, enter your absence in AESOP using the correct absence code (#17 Illness Family, #18 Illness Personal or #30 Personal Other). **Be sure to email Dr. Delsemme, deborah.delsemme@lsr7.net with a detailed reason** for your absence to assist with the decision. You will receive an email with comments from Dr. Delsemme whether approved or not approved. Your supervisor will also receive the email from Dr. Delsemme. If your absence is not approved, your pay will be reduced accordingly.

If you have questions or require assistance, please call or email Lisa Goble in Human Resources, 986-1002.