



Here at Hogan we have what we refer to as Blackout Days. This policy is referenced in your Employee Handbook under the Attendance & Punctuality section. All instructional employees and 10/11 month positions in direct support of instruction are required to be present during specific days and/or events. These days are specifically: two days before and two days after a holiday or a break (including Parent/Teacher conferences), the two days of Parent/Teacher conferences, student assessments/testing, district-wide professional development days, the first and last week of the school year, and other events as announced. If an employee is absent on one of these designated days without prior approval, they will not be able to use PTO time and their pay will be docked. Below is a list of those days for the 2018-2019 school year. Please keep in mind that additional dates may be added.

**Blackout Days:**

August 7 – August 10 – First Week of School  
August 30 & August 31- 2 days prior to a holiday (Labor Day)  
September 4 & September 5 – 2 days after a holiday (Labor Day)  
October 5 – District PD  
October 9 & October 10 – 2 days prior to P/T conferences  
October 11 & October 12 – Parent/Teacher Conferences  
October 15 & October 16 – 2 days after P/T conferences  
November 9 – District PD  
November 19 & November 20 – 2 days prior to a holiday break (Thanksgiving)  
November 26 & November 27 – 2 days after a holiday break (Thanksgiving)  
December 17-December 20 – Finals  
December 21- District PD  
January 4 & January 7 - 2 days after a holiday break (Winter Break)  
January 17 & January 18 - 2 days prior to a holiday (Dr. Martin Luther King, Jr. Day)  
January 22 & January 23 – 2 days after a holiday (Dr. Martin Luther King, Jr. Day)  
February 14 – 2 days prior to a holiday (President’s Day)  
February 15- District PD  
February 19 & February 20 – 2 days after a holiday (President’s Day)  
March 12 & March 13 – 2 days prior to P/T conferences  
March 14 & March 15 – Parent/Teacher Conferences  
March 25 & March 26 – 2 days after a break (Spring Break)  
April 19 – District PD  
May 20 – May 24 – Last Week of School & Testing