

# 2023/2024

## EH Contract Deadlines

August 30th	EH	Submit final transcripts for lane change payable with September 15th payroll
September 15th	EH	Submit request for personal vehicle compensation based on estimated annual usage
October 1st	EH	Submit final transcripts for lane changes retroactive to beginning of year
January 15th	EH	Submit final transcripts for prorated lane changes effective January
February 1st	EH	Notify district of intent to return for personal leave
February 1st	EH	Have license on file with Superintendent for licensure to be considered when reductions/ULA's are occurring
March 1st	EH	Request Teacher Job Share
April 1st	EH	File written request for reinstatement when on ULA leave
Last Contract Day	EH	Submit request to supervisor and Superintendent's designer for carryover of 1 personal day