

# **EH Contract Deadlines**

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