

DATE: August 12, 2024

TO: All 10 and 11 Month P-12 DFSE Employees

FROM: Nada Alamaddine, Director of Human Resources, Non-Instructional NA

SUBJECT: No Students – P-12 (2024-25)

CC: General Administrators
P-12 Building Engineers
Alfredo Lerini, DFSE President

Please note that with the 2024-25 school calendar, there are 16 days of “no students days” when employees could use their vacation time. It is crucial that all 10 and 11-month employees (**unless otherwise notified by their supervisors**) use any unused vacation time on these days so they don’t lose them. Employees who do not have available vacation time should use no-pay/no-students on these days. Personal business or sick banks should not be used on any of these days unless it is a mandatory work day, such as professional development for the employee.

Available Vacation Days for Employees:

<u>10-month employees</u>			<u>11-month employees</u>	
Less than 9 years service	10 days per year		Less than 9 years service	11 days per year
9 years but less than 15	14 days per year		9 years but less than 15	15 days per year
15 years and above	16 days per year		15 years and above	19 days per year

Early Release Days:

Employees should work their profile hours on Early Release Days. The usage of vacation time and no-pay/no-students will not be allowed on these days. **ONLY** employees with 9 years of service or above who might end up with more than two unused vacation days at the end of the 2024-25 school year may use their vacation time on Early Release with prior approval from their supervisor. Otherwise, Early Release Days should be treated like any other work day. Employees will need to use their sick or personal time if they need to leave on Early Release Days.

- ★ Special Education Paraprofessionals will refer to the "Paraprofessional Early Release memo" for guidance on Early Release duties. [24-25 Paraprofessional Early Release](#)
- ★ Special education paraprofessionals will be scheduled for CPI training as required to maintain CPI certification. This training will take place during Early Release Days. Paraprofessionals assigned to receive their CPI training on an Early Release Day will need to remain 30 minutes longer to complete the training.
- ★ Training Days will be provided by Willanda Taylor accordingly.

Specific Instructions



GSRP paraprofessionals

- ★ GSRP paraprofessionals with 9 years of service or above must use any unused vacation time on the Fridays that are not designated as work day (see below) so they should not have any leftover vacation days. GSRP paraprofessionals cannot work as substitutes or at any other location (ex: Adult Education or Special Education) and use a vacation day on the same day. GSRP paraprofessionals will not be reimbursed for any unused vacation days.
- ★ Per the DFSE Contract, GSRP paraprofessionals will have five additional work days. The additional work days will be on the following dates:

- August 23, 2024
- September 6, 2024
- October 18, 2024
- February 7, 2025
- February 21, 2025



Special Education Paraprofessionals:

- ★ Special Education Paraprofessionals will have MANDATORY professional development days on:
 - October 1, 2024
 - November 5, 2024



Vacation/No-Pay (Code #37) is not an option to Special Education Paraprofessionals on these days.

- ★ On Secondary Testing Half Days, Special Education Paraprofessionals may use vacation or no-pay-no students (Code #37) when students are not in attendance.

Secretaries (Including Media and Counseling Secretaries):

- ★ Secretaries and Counseling Secretaries may work on no school days ONLY if approved by their principal (the building must be open) and will not end up with unused vacation time at the end of the school year.
- ★ Media secretaries may work on no school days ONLY if approved by Ms. Hilda Irani and their principal (the building must be open) and will not end up with unused vacation time at the end of the school year.
- ★ 10 month secretaries with 9 years of service or above may use no more than 2 days of unused vacation time during the last week of June after students' last day of school. The time should be approved by



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their supervisor **and should not result in not having any secretaries in the building.**

- ★ 11 month secretaries with 9 years of service or above may use no more than 4 days of unused vacation time in June. The time should be approved by their supervisor.

Transportation:

- ★ Transportation employees will work with their supervisor and rotate schedules to ensure that they are using their vacation time throughout the 2024-25 school year and not ending up with unused vacation time.



Food Service:



- ★ On Secondary Testing Half Days Food Service Employees may use vacation or no-pay-no students when students are not in attendance (Code #37).
- ★ Food Service employees are required to work on the last half-day of the school year, unless cafeterias are closed by the building principal.

Mandatory Professional Development Days:

If employees are unable to attend any mandatory professional development day, they need to provide documentation and request prior approval from the Director of Human Resources and their supervisor. The use of a vacation or no-pay day (no pay no student Code 37) will not be an option to employees.



10-and 11-month employees with more than 9 years of service who are unable to use their vacation time as a result of required District PD will be reimbursed for a maximum of two vacation days at the discretion of HR and not earlier than the second pay in July.

Employees with **less than 9 years** of service will **not** be paid for unused vacation time at the end of the school year.

Helpful Memos

[**Partial Closing Memo**](#)

[**Paid-Time Off Memo**](#)

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No Students Days

	Date	Absence Code (No other time should be used unless it is a scheduled work day or PD for the employee)
1	8/26/2024 Half-Day All Students (Full day of work for Special Education Paraprofessionals)	Vacation or No Pay-No Students (Code #37)
2	8/30/2024	Vacation or No Pay-No Students (Code #37)
3	10/1/2024	Vacation or No Pay-No Students (Code #37)
4	10/25/2024 Half-Day Elementary	Vacation or No Pay-No Students (Code #37)
5	11/5/2024	Vacation or No Pay-No Students (Code #37)
6	11/27/2024	Vacation or No Pay-No Students (Code #37)
7	1/2/2025	Vacation or No Pay-No Students (Code #37)
8	1/3/2025	Vacation or No Pay-No Students (Code #37)
9	1/6/2025 Half-Day All Students	Vacation or No Pay-No Students (Code #37)
10	1/7/2025 Half-Day Secondary	Vacation or No Pay-No Students (Code #37)
11	2/17/2025	Vacation or No Pay-No Students (Code #37)
12	2/25/2025	Vacation or No Pay-No Students (Code #37)
13	3/24/2025	Vacation or No Pay-No Students (Code #37)
14	3/25/2025	Vacation or No Pay-No Students (Code #37)
15	3/26/2025	Vacation or No Pay-No Students (Code #37)
16	3/27/2025	Vacation or No Pay-No Students (Code #37)
17	3/28/2025	Vacation or No Pay-No Students (Code #37)
18	3/31/2025	Vacation or No Pay-No Students (Code #37)
19	6/6/2025 Half-Day All Students	Vacation or No Pay-No Students (Code #37)
Vacation should not be used on June 9, 2024 except for secretaries with supervisors approval.		

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