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DEPARTMENT OF HUMAN RESOURCES

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BULLETIN # 68 (2020-21)

DATE: March 9, 2021

TO: P-12 PRINCIPALS, SUPERVISORS, ENGINEERS, SECRETARIES,

SUBJECT: NON-INSTRUCTIONAL WORK SCHEDULE FOR THE END OF THE **2020 – 2021** SCHOOL YEAR.

The last scheduled work day of the current school year for ten (10) month Secretaries and Receptionist/Clerks is **FRIDAY, JUNE 25, 2021.**

The last scheduled work day of the current school year for ten (10) month High School Counseling Secretaries is **FRIDAY, JUNE 25, 2021.**

The last scheduled work day of the current school year for all ten (10) month Media Secretaries is **FRIDAY, JUNE 25, 2021.**

The last scheduled work day of the current school year for Paraprofessional/Instructionals, Interpreter Technicians, Instructional Technicians and middle school counseling secretaries is **FRIDAY, JUNE 18, 2021.**

Eleven (11) months secretaries are to be scheduled for 22 non-work days sometime during the final week in June, and the months of July and/or August, commencement and termination days to vary with administrative needs. Eleven-month secretaries in the high schools may schedule such days during the mid-winter break period in order to cover the buildings during the summer months. Independence Day will count as a work day for the secretaries who work that week. It is a non-work day for other eleven (11) month secretaries. Ten-month employees must use vacation time, if available, during the mid-winter break period. Eleven-month employees who are not scheduled for non-work days during that period must also use vacation days, if available.

The last scheduled work day of the current school year for Noon Hour Supervisors who **do not** work a breakfast program is **THURSDAY, JUNE 17, 2021** and **FRIDAY, JUNE 18, 2021** for Noon Hour Supervisors who **do** work a breakfast program.

The last scheduled work day of the current school year for **ALL** Food Service employees is **FRIDAY, JUNE 18, 2021.**

The last scheduled work day of the current school year for ten (10) month Bus Drivers and Attendants will be **FRIDAY, JUNE 18, 2021.**

The last scheduled work day of the current school year for all ten (10) month Custodians is **FRIDAY, JUNE 18, 2021.**

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