

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 (2021-22)

DATE: April 27, 2021

Possible changes in state law or other factors, especially related to COVID-19 may affect dates on this calendar.

10-month and 11-months employees should plan on using their vacation days on these designated dates. Employees will not be paid for unused vacation time at the end of the school year.

HALF DAYS	
According to the school calendar, students will only attend school the first half of the day on the following days, therefore instructional activities will not take place the second half of the day.	
August 30, 2021	January 24, 2022
September 17, 2021	January 25, 2022 (Secondary only)
October 8, 2021	March 18, 2022
November 5, 2021 (Elementary only)	June 17, 2022
January 21, 2022	

10-month and 11-month Secretaries, Receptionist/Clerks, Technicians and Specialist, 10-month High School Counseling Secretaries, 10-month Media Secretaries and 10-month Custodial employees may choose to work or choose to use a vacation day. **No other time may be charged.** Work schedules should be adjusted to approximate as closely as possible the custodial schedule on these days to ensure building security is maintained. **Mandatory inservice training will be held tentatively on Wednesday, August 18, 2021. More details will follow.**

Unless otherwise notified by their supervisor, pursuant to Article 11 and 16. D of the DFSE contract, ten-month paraprofessionals and instructional technicians will be required to use one-half vacation day or no pay those days. **Special Education paraprofessionals should be prepared to attend mandatory professional development on September 17, 2021, October 8, 2021, November 2, 2021, January 21, 2022, and March 18, 2022.**

Paras will be required to work at their building on the following two half-days: August 30, 2021 and June 17, 2022.

The bid date is scheduled for Monday, August 16, 2021 for those who need to bid.

Noon Hour Supervisors will not be paid.

All Food service employees will report on the half days listed above if the curbside program is running. Food

PLEASE POST

PLEASE POST

Service employees do not report to work when the curbside program ends and they will be required to use vacation or no pay those days. **Mandatory kitchen preparation day on Thursday, August 26, 2021. All food service personnel are required to report.**

Mandatory inservice for custodians will be held on August 24, 2021.

Mandatory inservice for bus drivers and bus attendants will be held on August 25 and 26, 2021. More information will follow.

Mandatory professional development on a few half-days might be scheduled for all classifications. More information will follow in the summer.

NO-SCHOOL DAYS

According to the school calendar, students will not attend school on the following full days therefore instructional activities will not take place.

November 2, 2021

10-month and 11-month Secretaries, Receptionist/Clerks, Technicians and Specialist, 10-month High School Counseling Secretaries, 10-month Media Secretaries and 10-month Custodial employees may choose to work or choose to use a vacation day. No other time can be charged. Work schedules should be adjusted to approximate as closely as possible the custodial schedule on that day to ensure building security is maintained.

Unless otherwise notified by their supervisor, pursuant to Article 11 and 16. D of the DFSE contract, ten-month paraprofessionals, food service employees and instructional technicians will be required to use vacation or no pay that day.

Noon Hour Supervisors will not be paid.

Special Education paraprofessionals should be prepared to have mandatory professional development on the full day of November 2, 2021.

No- School Days not including November 2, 2021

September 3, 2021	March 28, 2022
November 24, 2021	March 29, 2022
December 20, 2021	March 30, 2022
December 21, 2021	March 31, 2022
December 22, 2021	April 1, 2022

PLEASE POST

PLEASE POST

February 18, 2022	May 2, 2022
February 21, 2022	May 3, 2022
February 22, 2022	

On the no school days listed above not including November 2, 2021:

All ten-month and eleven-month employees will not report to work and will be required to use a vacation or no pay day.

Those ten-month and eleven-month employees who will not report to work as noted above and do not have sufficient vacation time to cover the time indicated will experience no pay.

***ON SECONDARY TESTING DAYS EMPLOYEES ARE REQUIRED TO WORK - THOSE ARE NOT DAYS OFF.**

***FOOD SERVICE EMPLOYEES ARE REQUIRED TO WORK ON THE LAST HALF-DAY OF THE SCHOOL YEAR, UNLESS CAFETERIAS ARE CLOSED BY THE BUILDING PRINCIPAL.**

***ON LATE START DAYS: ALL EMPLOYEES ARE REQUIRED TO WORK THEIR PROFILE HOURS.**

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

PLEASE POST

PLEASE POST