

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 (2022-23)

DATE: May 23, 2022-Updated August 9, 2022

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 29, 2022	January 23, 2023
September 16, 2022	January 24, 2023 (Secondary only)
October 7, 2022	March 17, 2023
October 28, 2022 (Elementary only)	June 15, 2023
January 20, 2023	

10-month and 11-month Secretaries, Receptionist/Clerks, Technicians and Specialists, 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 17, 2022. 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 on those days. **Special Education paraprofessionals should be prepared to attend mandatory professional development on September 16, 2022, October 7, 2022, November 8, 2022, January 20, 2023, and March 17, 2023.**

Paras will be required to work at their building in the afternoon on the following two half-days: August 29, 2022 and June 15, 2023.

The bid date is scheduled for Monday, August 15, 2022 for those who need to bid.

Noon Hour Supervisors will not be paid.

Mandatory kitchen preparation day on Thursday, August 25, 2022. All food service personnel are required to report.

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Mandatory inservice for custodians will be held on August 24, 2022.

Mandatory inservice for bus drivers and bus attendants will be held on August 24 and 25, 2022. 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 8, 2022

10-month and 11-month Secretaries, Receptionist/Clerks, Technicians and Specialists, 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 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 8, 2022.

No- School Days not including November 8, 2022

September 2, 2022	March 27, 2023
November 23, 2022	March 28, 2023
January 4, 2023	March 29, 2023
January 5, 2023	March 30, 2023
January 6, 2023	March 31, 2022
February 17, 2023	April 20, 2023
February 20, 2023	April 21, 2023

On the no school days listed above not including November 8, 2022:

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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

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