

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 (2023-24)

DATE: August 25, 2023

Please note that with the 2023-24 school calendar, there are 15 ½ days of no students days where 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:

10-month employees:

Less than 9 years service - 10 days per year  
9 years but less than 15 - 14 days per year  
15 years and above - 16 days per year

11-month employees:

Less than 9 years service - 11 days per year  
9 years but less than 15 - 15 days per year  
15 years and above - 19 days per year

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 2023-24 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.

- GSRP paraprofessionals with 9 years of service or above must use any unused vacation time on Fridays so they should not have any leftover days. GSRP paraprofessionals cannot work as substitutes and use a vacation day on the same day.
- Special Education Paraprofessionals with 9 years of service or above who might end up with more than two unused vacation days at the end of the 2023-24 school year, may use vacation time on the Early Release days that are not designated for professional development to prevent ending up the school year with unused vacation time.
- 10 month secretaries with 9 years of service or above may use no more than 2 days of unused vacation

**PLEASE POST**

**PLEASE POST**

time during the last week of June after students' last day of school. The time should be approved by their supervisor.

- 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 employees will work with their supervisor and rotate schedules to ensure that they are using their vacation time throughout the 2023-24 school year and not ending up with more than two unused vacation time.
- On Secondary Testing Half Days Paraprofessionals and Food Service Employees may use vacation or no-pay-no students when students are not in attendance (Code #37).

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

At the end of the 2023-24 school year (no date is determined yet but not prior to the second pay of July), employees with 9 years of service and above will be paid **up to two unused vacation days** if approved by their supervisor and there was no opportunity for the employee to use these days. **Employees are not allowed to save two days of vacation to receive payments. The payment will be issued only if the supervisor agrees that the employee did not have the opportunity to use these days due to the building's needs.**

**Employees will not be paid for unused vacation time at the end of the school year other than what was mentioned above.**

#### 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.

### **No Students Days**

	<b>Date</b>	<b>Absence Code</b> (No other time should be used unless it is a scheduled work day for the employee)
1	8/28/2023 Half-Day All Students (Special Education Paraprofessionals will have a professional development)	Vacation or No Pay-No Students (Code #37)
2	9/1/2023	Vacation or No Pay-No Students (Code #37)
3	10/3/2023	Vacation or No Pay-No Students (Code #37)
4	10/27/2023 Half-Day Elementary	Vacation or No Pay-No Students (Code #37)

**PLEASE POST**

**PLEASE POST**

5	11/7/2023	Vacation or No Pay-No Students (Code #37)
6	1/3/2024	Vacation or No Pay-No Students (Code #37)
7	1/4/2024	Vacation or No Pay-No Students (Code #37)
8	1/5/2024	Vacation or No Pay-No Students (Code #37)
9	1/8/2023 Half-Day All Students	Vacation or No Pay-No Students (Code #37)
10	1/9/2024 Half-Day Secondary	Vacation or No Pay-No Students (Code #37)
11	2/19/2024	Vacation or No Pay-No Students (Code #37)
12	2/27/2024	Vacation or No Pay-No Students (Code #37)
13	3/25/2024	Vacation or No Pay-No Students (Code #37)
14	3/26/2024	Vacation or No Pay-No Students (Code #37)
15	3/27/2024	Vacation or No Pay-No Students (Code #37)
16	3/28/2024	Vacation or No Pay-No Students (Code #37)
17	4/9/2024	Vacation or No Pay-No Students (Code #37)
18	4/10/2024	Vacation or No Pay-No Students (Code #37)
19	6/7/2024 Half-Day All Students	Vacation or No Pay-No Students (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.**

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

**PLEASE POST**

**PLEASE POST**