

DATE: August 25, 2023-**UPDATED 10/13/2023**

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)

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

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.

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.**

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

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

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## 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 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.

## 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)** and use a vacation day on the same day.
- **Per the new DFSE Contract, GSRP paraprofessionals will have five additional work days on the following dates:**
  - **September 29, 2023**
  - **October 20, 2023**
  - **November 3, 2023**
  - **February 9, 2023**
  - **March 1, 2023**

### Special Education Paraprofessionals:

- **Special Education Paraprofessionals will have MANDATORY professional development days on:**
  - **November 7, 2023**
  - **February 27, 2023**

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

- **Special Education Paraprofessionals will refer to the "[Paraprofessional Early Release memo](#)" for guidance on Early Release duties.**
- **Groups of special education paraprofessionals will be scheduled for CPI training. This training will take place during select 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.**
- **On Secondary Testing Half Days, Special Education Paraprofessionals may use vacation or**

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**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 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 2023-24 school year and not ending up with more than two 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.

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## No Students Days

	<b>Date</b>	<b>Absence Code</b> (No other time should be used unless it is a scheduled work day <b>or PD</b> 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)
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)

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