



**DEPARTMENT OF HUMAN RESOURCES**

Maysam Alie-Bazzi, Executive Director  
Staff and Student Services

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BULLETIN #45           (2024-25)  
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DATE: February 19, 2025  
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TO:           P-12 PRINCIPALS, SUPERVISORS, ENGINEERS, SECRETARIES,  
  
SUBJECT:   NON-INSTRUCTIONAL LAST WORK DAY SCHEDULE FOR THE END OF THE **2024 – 2025** SCHOOL YEAR.

The last scheduled work day of the current school year for ten (10) month Secretaries and Receptionist/Clerks is **FRIDAY, JUNE 13, 2025.** June 9, 2025 is a working day for ten (10) month Secretaries and Receptionist/Clerks. The use of remaining vacation days will be permitted during the week of June 9th with supervisor approval, provided that adequate office coverage is maintained.

The last scheduled work day of the current school year for ten (10) month High School Counseling Secretaries is **FRIDAY, JUNE 13, 2025.** June 9, 2025 is a working day for ten (10) month High School Counseling Secretaries. The use of remaining vacation days will be permitted during the week of June 9th with supervisor approval.

The last scheduled work day of the current school year for all ten (10) month Media Secretaries is **FRIDAY, JUNE 13, 2025.** June 9, 2025 is a working day for all ten (10) month Media Secretaries. The use of remaining vacation days will be permitted during the week of June 9th with supervisor approval.

The last scheduled work day of the current school year for Special Education Paraprofessionals, GSRP Paraprofessionals, Instructional Paraprofessionals, Interpreter Technicians, Instructional Technicians and middle school counseling secretaries is **FRIDAY, JUNE 6, 2025.**

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. 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.

The last scheduled work day of the current school year for Noon Hour Supervisors who **do not** work a breakfast program is **THURSDAY, JUNE 5, 2025** and **FRIDAY, JUNE 6, 2025** 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 6, 2025.**

The last scheduled work day of the current school year for ten (10) month Bus Drivers and Transportation Assistants will be **FRIDAY, JUNE 6, 2025.**

The last scheduled work day of the current school year for all ten (10) month Custodians is **FRIDAY, JUNE 6, 2025.**

**Have a wonderful summer! See you all in the beginning of the 2025-26 school year.**

**REASONABLE ASSURANCE- IMPORTANT:**

**Please be advised that according to current plans of the school district, it is anticipated that you will be offered employment similar to your current employment during the 2025-26 school year.**