

DATE: August 12, 2025

TO: All 10 and 11 Month DFSE Employees

FROM: Nada Alamaddine, Director of Human Resources, Non-Instructional NA

SUBJECT: No Students- DFSE (2025-26)

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

- Please note that with the 2025-26 school calendar, there are 18 full days, 3 (½ days-all students), 1 (½ day elementary), 1 (½ day secondary) of “no students days” when employees could use their “**paid no school days-CODE # 26**” formally known as “vacation”.
- It is crucial that all 10 and 11-month employees (**unless otherwise notified by their supervisors**) use any unused “paid no school days” time on these days so they don’t lose them. **Any unused “paid no school days” will be forfeited if not used.**
- **There will be absolutely no reimbursement for any unused days in the 2025-26 school year.**
- Employees who do not have available “paid no school days” 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.
- Employees approved to work on no school days will not be permitted to use their sick or personal business banks to complete their profile hours. The hours needed to complete the profile hours should be “paid no school days” or no-pay/no-students.
- Employees approved to work on no school days and are unable to work on such days should use “paid no school days” or no-pay/no-students.

**Available Paid No School Days (No Longer Named “Vacation” Days) for 10 and 11 Months Employees:**

<b><u>10-month employees</u></b>			<b><u>11-month employees</u></b>	
Less than 9 years service	10 days per year		Less than 9 years service	11 days per year
9 years but less than 15	14 days per year		9 years but less than 15	15 days per year
15 years and above	16 days per year		15 years and above	19 days per year



### **Early Release Days:**

Employees should work their profile hours on Early Release Days. The usage of “paid no school days” time and no-pay/no-students **will not be allowed** on these days for any employee. 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 may use “paid no school days” time on the Fridays that are not designated as work days (see below).
- ★ GSRP paraprofessionals cannot work as substitutes or at any other location (ex: Adult Education or Special Education) and use a “paid no school days” day on the same day. GSRP paraprofessionals interested in subbing on Fridays need to contact Human Resources to add their names to the list of subs. Employees are not permitted to join EduStaff while working with Dearborn Public Schools to work on their no school days.
- ★ Per the DFSE Contract, GSRP paraprofessionals will have five additional work days. The additional work days will be on the following dates:
  - September 6, 2025
  - September 19, 2025
  - October 31, 2025
  - February 13, 2026
  - March 13, 2026




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## Special Education Paraprofessionals:

- ★ Special Education Paraprofessionals will refer to the "Paraprofessional Early Release memo" for guidance on Early Release duties.

 25-26 Paraprofessional Early Release The memo is copied at the end of this document.



- ★ Special education paraprofessionals will be scheduled for CPI training as required to maintain CPI certification. This training will take place during 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.
- ★ CPI Training Days will be provided by Willanda Taylor accordingly.
- ★ August 25, 2025 (Half-Day All Students) will be a full day of work for Special Education Paraprofessionals.
- ★ Special Education Paraprofessionals will have MANDATORY professional development days on:
  - September 30, 2025
  - November 4, 2025
  - March 3, 2025
- ★ Paid No School Days (Code #26) and No-Pay/ No-Students (Code #37) is not an option to Special Education Paraprofessionals on the mandatory professional development days.
- ★ On Secondary Testing Half Days, Special Education Paraprofessionals may use Paid No School Days (Code #26) and 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 "paid no school days" time at the end of the school year. Any left over days will be forfeited.
- ★ 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 "paid no school days" time at the end of the school year. Any left over days will be forfeited.
- ★ 10 month secretaries with 9 years of service or above may use no more than 2 days of unused "paid no school days" time during the last week of June after students' last day of school. The time should be



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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 “paid no school days” 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 “paid no school days” time throughout the 2025-26 school year and not ending up with unused “paid no school days” time. Any left over days will be forfeited.



- ★ The first scheduled work day of the 2025-26 school year for ALL Food Service employees will be THURSDAY, AUGUST 21, 2025. FRIDAY, AUGUST 22, 2025 will be a work day for Food Service Managers only. Food Service employees should use No Students/No Pay (Code #37) or Paid No-School Day (Code #26) on that day.
- ★ On Secondary Testing Half Days Food Service Employees may use “paid no school days” or “no-pay-no students” when students are not in attendance.
- ★ Food Service employees are required to work on the last half-day of the school year, unless cafeterias are closed by the building principal.
- ★ Food service staffing protocol on scheduled **school half days and on nonscheduled half days for middle and high schools (due to testing or other events).**

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- On scheduled and nonscheduled half days, **only breakfast service will be provided**, and as such, **only breakfast shift employees (the manager and the employees that prepare breakfast) are required to report to work**. Lunch service will **not** be offered on these days, and no additional staff will be scheduled beyond the breakfast shift. Employees who are not required to work on these days may use “paid no school days” or “no-pay-no students”.
- Please check the school calendar regularly and speak with your supervisor if you are unsure about your schedule for upcoming half days.
- ★ To ensure smooth operations and adequate staffing across all school kitchens, this is to inform you that, **when needed, kitchen staff may be temporarily reassigned to work in a different school kitchen**. These reassignments will be done **on a rotational basis** to maintain fairness and minimize disruption. The rotating schedule will be posted in the kitchen’s office so everyone is aware when their turn is up for a potential reassignment.
- Please note the following:
  - Reassignments will occur only when necessary due to staffing shortages, special events, or operational needs.
  - Advance notice will be provided whenever possible.
  - Schedule adjustments will be considered on a case-by-case basis.
  - This process will be monitored regularly to ensure equity and efficiency

#### **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 “paid no school days” (Code 26) 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	8/25/2025 Half-Day All Students (Full day of work for Special Education Paraprofessionals)	Paid No School Days (Code #26) or No Pay-No Students (Code #37)
2	8/29/2025	Paid No School Days (Code #26) or No Pay-No Students (Code #37)
3	9/30/2025	Paid No School Days (Code #26) or No Pay-No Students (Code #37)
4	10/24/2025 Half-Day Elementary	Paid No School Days (Code #26) or No Pay-No Students (Code #37)
5	11/4/2025	Paid No School Days (Code #26) or No Pay-No Students (Code #37)
6	11/26/2025	Paid No School Days (Code #26) or No Pay-No Students (Code #37)
7	12/22/2025	Paid No School Days (Code #26) or No Pay-No Students (Code #37)
8	12/23/2025	Paid No School Days (Code #26) or No Pay-No Students (Code #37)
9	1/5/2026 Half-Day All Students	Paid No School Days (Code #26) or No Pay-No Students (Code #37)
10	1/6/2026 Half-Day Secondary	Paid No School Days (Code #26) or No Pay-No Students (Code #37)
11	2/16/2026	Paid No School Days (Code #26) or No Pay-No Students (Code #37)
12	3/3 2026	Paid No School Days (Code #26) or No Pay-No Students (Code #37)
13	3/18/2026	Paid No School Days (Code #26) or No Pay-No Students (Code #37)

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14	3/19/2026	Paid No School Days (Code #26) or No Pay-No Students (Code #37)
15	3/20/2026	Paid No School Days (Code #26) or No Pay-No Students (Code #37)
16	3/30/2026	Paid No School Days (Code #26) or No Pay-No Students (Code #37)
17	3/31/2026	Paid No School Days (Code #26) or No Pay-No Students (Code #37)
18	4/1/2026	Paid No School Days (Code #26) or No Pay-No Students (Code #37)
19	4/2/2026	Paid No School Days (Code #26) or No Pay-No Students (Code #37)
20	5/26/2026	Paid No School Days (Code #26) or No Pay-No Students (Code #37)
21	5/27/2026	Paid No School Days (Code #26) or No Pay-No Students (Code #37)
22	5/28/2026	Paid No School Days (Code #26) or No Pay-No Students (Code #37)
23	6/11/2026 Half-Day All Students	Paid No School Days (Code #26) or No Pay-No Students (Code #37)

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## Special Education Paraprofessionals Early Release Memo



Early Release will begin in Dearborn Public Schools on September 2, 2025. The duties of the paraprofessionals are provided below in a sequential manner to assist with providing guidance on the priority of duties. ***Early release is considered a “regular work day”.***

### **The Early Release Duties**

- Support with students in Special Education who are enrolled in the “Early Release Enrichment/After School Program”
- Support Building Admin Team with student supervision
- District Professional Development (ParaproTrainings)
- CPI Trainings
- Participate in Classroom Team & “PLC Groups”
- Complete Medicaid Billing
- Complete the Para University Modules
- Complete the District Annual Online Trainings
- Set evaluation goals

### **Reminder**

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 (paid no school day Code 26) or no-pay day (no pay no student Code 37) will not be an option to employees.

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