

DATE: July 24, 2026

TO: All 10 and 11- Month DFSE Employees

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

SUBJECT: No Students- DFSE (2026-27)

CC: General Administrators
P-12 Building Engineers
Tameka Young, DFSE President



General Instructions- (All 10 and 11-Month Employees)



-
- The 2026-27 school calendar includes various "no students days" (18 full days, and several half-days). On these days, eligible employees should use their **"Paid No School Days - CODE #26"**.
 - All 10 and 11-month employees (unless notified otherwise by a supervisor) must use any available "Paid No School Days" on these dates. **Any unused "Paid No School Days" will be forfeited at the end of the year; there are no reimbursements for unused time.**
 - If "Paid No School Days," are exhausted, employees must use "No-Pay/No-Students" (Code #37) on these days.
 - The use of personal business or sick banks on "no students days" is not permitted unless it is a mandatory work day, such as scheduled professional development.
 - Employees approved to work on "no school days" who are unable to report must use "Paid No School Days" or "No-Pay/No-Students" to complete their profile hours. Sick or personal business banks cannot be used for this purpose.
 - Employees who are unable to attend a mandatory professional development (PD) day, must provide documentation and receive prior approval from their supervisor and the Director of Human Resources. "Paid No School Days" or "No-Pay/No Students" options are not available for missed mandatory PD hours. PD days will be treated as any work day.
 - Mandatory PD days that are less than scheduled profile hours would require the use of "Paid No School Days" or "No-Pay/No-Students" to complete the profile hours.
 - During Secondary Testing Half Days, employees may use "Paid No School Days" (Code #26) or "No-Pay/No-Students" (Code #37) when students are not present, unless the supervisor expects/approves the employee to work.
 - Early Release Days are regular work days. Employees must work the full profile hours. The use of "Paid No School Days" or "No-Pay/No-Students" **is not allowed**. Use sick or personal time only if the employee needs to leave early, as they would on any other work day.

Specific Instructions

GSRP Paraprofessionals

- May use "Paid No School Days" on Fridays not designated as work days.
- Cannot work as substitutes or at other locations (e.g., Adult or Special Education) while using a "Paid No School Day." Contact Human Resources to be added to the sub list for Fridays.
- Employment with EduStaff is prohibited while working for Dearborn Public Schools.
- August 24, 2026 is a full work day.
- Additional Work Days:
 - August 28: Family appointments & team planning
 - November 13: empowerED conference
 - March 19: Application hand-out
 - April 23: Registration
 - April 30: Professional Development
- Mandatory Professional Development: (Paid No School Days/No-Pay/No Students are not options-may be used to complete profile hours if needed)
 - September 29, 2026
 - November 3, 2026
 - February 23, 2027

Special Education Paraprofessionals

- Refer to the Paraprofessional Early Release memo for guidance on duties.
- CPI training takes place during Early Release Days; attendance requires staying 30 minutes longer to complete the certification. **Selected departmental paraprofessionals will be attending a full-day CPI training session on Friday 8/21/26. Calendar invitations will be sent out to confirm attendance as applicable.**
- August 24, 2026 is a full work day.
- Mandatory Professional Development (Paid No School Days/No-Pay/No Students are not options-may be used to complete profile hours if needed):
 - September 29, 2026
 - November 3, 2026
 - February 23, 2027

Secretaries (Including Media and Counseling Secretaries)

- ★ **Work Approval:** Secretaries, Counseling Secretaries, and Media Secretaries may work on "no school days" only if their building is open and they have prior approval (Principal for Secretaries/Counseling Secretaries; Director of Curriculum and Instruction + Principal for Media Secretaries).
- ★ **Usage Requirement:** You must use all your "Paid No School Days" throughout the school year. Any unused days will be forfeited at year-end.
- ★ **End-of-Year Usage (9+ Years of Service):** Eligible 10 and 11-month secretaries may use a portion of their unused "Paid No School Days" in June, provided it is approved by their supervisor and staffing coverage is maintained:

PLEASE POST

PLEASE POST

- **10-Month Secretaries:** Up to 2 days during the last week of June.
- **11-Month Secretaries:** Up to 4 days during June.

Transportation

- ★ **First Work Day:** Wednesday, August 19, 2026.
- ★ **Mandatory Professional Development:** August 19–20, 2026.
- ★ **Normal Operations:** August 21, 2026, is a regular work day.
- ★ **Paid No School Days:** Coordinate with your supervisor to rotate schedules and ensure full use of your "Paid No School Days" (Code #26) throughout the year. Please note: Unused days will be forfeited at year-end.

Food Service Operations

- **Start of School Year:**
 - All Food Service employees start: Thursday, August 20, 2026.
 - Food Service Managers only: Friday, August 21, 2026 (Other staff should use Code #26 or #37).
 - Last day of school: Required for all unless your cafeteria is closed by the principal.
- **School Half-Days (Scheduled & Non-Scheduled):**
 - Breakfast service only will be provided.
 - Only breakfast shift employees (managers and those preparing breakfast) should report to work.
 - Lunch service is not offered. Staff not required to work may use "Paid No School Days" (Code #26) or "No-Pay/No-Students" (Code #37).
 - Check the calendar frequently and confirm your schedule with your supervisor if you have questions.
- **Kitchen Staff Reassignment Policy:**
 - Staff may be temporarily reassigned to other school kitchens on a rotational basis to ensure fair, adequate staffing.
 - The rotating schedule will be posted in your kitchen office.
 - Reassignments occur as needed (e.g., staffing shortages, special events) with as much advance notice as possible. Adjustments are considered on a case-by-case basis and monitored for equity.

Available Paid No School Days for 10 and 11 Months Employees

<u>10-month employees</u>			<u>11-month employees</u>	
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

PLEASE POST

PLEASE POST



No Students Days

	Date	Absence Code (No other time should be used unless it is a scheduled work day or PD for the employee)
1	8/24/2026 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	8/25/2026, 8/26/2026, 8/27/2026 Half-Day Kindergarten and Young 5s if not needed by Supervisor	Paid No School Days (Code #26) or No Pay-No Students (Code #37)
2	9/4/2026	Paid No School Days (Code #26) or No Pay-No Students (Code #37)
3	9/29/2026	Paid No School Days (Code #26) or No Pay-No Students (Code #37)
4	10/23/2026 Half-Day Elementary	Paid No School Days (Code #26) or No Pay-No Students (Code #37)
5	11/3/2026	Paid No School Days (Code #26) or No Pay-No Students (Code #37)
6	11/25/2026	Paid No School Days (Code #26) or No Pay-No Students (Code #37)
7	12/21/2026	Paid No School Days (Code #26) or No Pay-No Students (Code #37)
8	12/22/2026	Paid No School Days (Code #26) or No Pay-No Students (Code #37)
9	1/4/2027 Half-Day All Students	Paid No School Days (Code #26) or No Pay-No Students (Code #37)
10	1/5/2027 Half-Day Secondary	Paid No School Days (Code #26) or No Pay-No Students (Code #37)
11	2/15/2027	Paid No School Days (Code #26) or No Pay-No Students (Code #37)
12	2/23/2027	Paid No School Days (Code #26) or No Pay-No Students (Code #37)
13	3/10/2027	Paid No School Days (Code #26) or No Pay-No Students (Code #37)

PLEASE POST

PLEASE POST

		#37)
14	3/11/2027	Paid No School Days (Code #26) or No Pay-No Students (Code #37)
15	3/29/2027	Paid No School Days (Code #26) or No Pay-No Students (Code #37)
16	3/30/2027	Paid No School Days (Code #26) or No Pay-No Students (Code #37)
17	3/31/2027	Paid No School Days (Code #26) or No Pay-No Students (Code #37)
18	4/1/2027	Paid No School Days (Code #26) or No Pay-No Students (Code #37)
19	4/2/2027	Paid No School Days (Code #26) or No Pay-No Students (Code #37)
20	5/17/2027	Paid No School Days (Code #26) or No Pay-No Students (Code #37)
21	5/18/2027	Paid No School Days (Code #26) or No Pay-No Students (Code #37)
22	5/19/2027	Paid No School Days (Code #26) or No Pay-No Students (Code #37)
24	6/10/2027 Half-Day All Students	Paid No School Days (Code #26) or No Pay-No Students (Code #37)

PLEASE POST

PLEASE POST