

TO: All 10 and 11 Month P-12 DFSE Employees

FROM: Ruth A. Bankhead, Director of Human Resources, Non-Instructional *RB*

SUBJECT: No Students – P-12 (2020-21)

DATE: ~~March 1, 2020~~ **MARCH 6, 2020 - REVISED**

According to the tentative school calendar, students will only attend school the first half of the day on the following days, therefore instructional activities will not take place the second half of the day.

August 31, 2020	January 22, 2021
September 18, 2020	January 25, 2021
October 9, 2020	January 26, 2021 (secondary only)
November 6, 2020 (elementary only)	March 19, 2020
	June 18, 2021

10-month and 11-month Secretaries and Receptionist/Clerks, 10-month High School Counseling Secretaries, 10-month Media Secretaries and 10-month Custodial employees may choose to work or choose to use a vacation day. **No other time may be charged.** Work schedules should be adjusted to approximate as closely as possible the clerical schedule on these days to ensure building security is maintained. **Mandatory inservice training will be held on Wednesday, August 19, 2020.**

Unless otherwise notified by their supervisor, pursuant to Article 11 and 16. D of the DFSE contract, ten-month paraprofessionals and instructional technicians will be required to use one-half vacation day or no pay those days. Food service employees do not report to work and are required to use vacation or no pay those days. Noon Hour Supervisors will not be paid. **Special Education paraprofessionals should be prepared to attend mandatory professional development on all half-days. The bid date is scheduled for Monday, August 24, 2020 for those who need to bid.**

According to the school calendar, students will not attend school on the following full day therefore instructional activities will not take place.

November 3, 2020

10-month and 11-month Secretaries and Receptionist/Clerks, 10-month High School Counseling Secretaries, 10-month Media Secretaries and 10-month Custodial employees may choose to work or choose to use a vacation day. No other time can be charged. Work schedules should be adjusted to approximate as closely as possible the custodial schedule on these days to ensure building security is maintained.

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Unless otherwise notified by their supervisor, pursuant to Article 11 and 16. D of the DFSE contract, ten-month paraprofessionals, 10-month media secretaries, food service employees and instructional technicians will be required to use vacation or no pay those days. Noon Hour Supervisors will not be paid.

Special Education paraprofessionals should be prepared to have mandatory professional development on the full day of November 3, 2020.

On the no school days of:

September 4, 2020	March 30, 2021
November 25, 2020	March 31, 2021
December 21, 2020	April 1, 2021
December 22, 2020	April 5, 2021
December 23, 2020	May 12, 2021
February 12, 2021	May 13, 2021
February 15, 2021	May 14, 2021
March 29, 2021	

all ten-month and eleven-month employees will not report to work and will be required to use a vacation or no pay day.

Those ten-month and eleven-month employees who will not report to work as noted above and do not have sufficient vacation time to cover the time indicated will experience no pay.

***ON SECONDARY TESTING DAYS EMPLOYEES ARE REQUIRED TO WORK - THOSE ARE NOT DAYS OFF.**

***FOOD SERVICE EMPLOYEES ARE REQUIRED TO WORK ON THE LAST HALF-DAY OF THE SCHOOL YEAR, UNLESS CAFETERIAS ARE CLOSED BY THE BUILDING PRINCIPAL.**

***ON LATE START DAYS: ALL EMPLOYEES ARE REQUIRED TO WORK THEIR PROFILE HOURS. THOSE WHO WORK A BREAKFAST PROGRAM WILL BE REQUIRED TO TAKE NO PAY UNLESS BREAKFAST IS SERVED.**

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

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