



MEMORANDUM

To: All Users
From: The Office of Human Resources
Date: January 27, 2023
Re: 2023-24 Employee Workdays

Regular Year Schools:

DATE	SALARIED INSTRUCTIONAL STAFF**	10-MONTH ESP & INTERPRETER***	10-MONTH ASP	12-MONTH**** HOURLY EMPLOYEES	AST
Return to Work	8/28/23	8/29/23	8/14/23	N/A	N/A
September 1, 2023	Off	Off	Off	Work Full Day	Work Full Day
October 13, 2023	Work Full Day	Off	Work Full Day	Work Full Day	Work Full Day
November 3, 2023	Work Full Day	Work Half Day	Work Full Day	Work Full Day	Work Full Day
November 22, 2023	Off	Off	Off	Work Full Day	Work Full Day
December 15, 2023	Work Full Day	Off	Work Full Day	Work Full Day	Work Full Day
Dec. 21, 2023 - Jan. 2, 2024	WINTER RECESS: District closed – all staff OFF				
January 19, 2024	Work Full Day	Off	Work Full Day	Work Full Day	Work Full Day
February 16, 2024	Work Full Day	Off	Work Full Day	Work Full Day	Work Full Day
March 15, 2024	Work Full Day	Off	Work Full Day	Work Full Day	Work Full Day
March 28, 2024	Work Full Day	Work Half Day	Work Full Day	Work Full Day	Work Full Day
April 1-5, 2024 (Spring Recess)	Off	Off	Off	Work	Off
May 24, 2024	Work Half Day	Work Half Day	Work Full Day	Work Full Day	Work Full Day
Last Workday*	6/13/24	6/12/24	6/27/24	N/A	N/A

Employees are expected to work the full day for all days not listed above during the school year, including the Fridays following conferences. *This excludes designated holidays. Please refer to Employee Handbook for holidays.*

*Last workday may change dependent on school closings that may occur.

**Bradford, Indian Trail and Tremper guidance counselors will return two weeks earlier as they have in past years. Additional information will be sent to counselors prior to June 30.

***ESP/Interpreters will be required to start three days earlier this year.

****12-month hourly employees include all 12-month Administrative Support Professionals, Community and Student Support and Facilities employees.

Note: Non-exempt staff whose supervisor requests that they work non-working days must submit a timesheet to be paid for hours worked beyond the workday. Time worked beyond 40 hours per week must be paid at time and a half and comes from the school's budget. In addition, Administrative Support Professionals, ESPs and Interpreters who work the evenings of conferences must submit timesheets for hours worked. Please see your Principal to determine if you are required to work conferences.

Frank Elementary School:

	TEACHER	ESP & INTERPRETER*****	10-MONTH ASP
Return to Work	8/1/23	8/1/23	7/31/23
Last Workday*	6/13/24	6/12/24	6/13/24

*****In order for Frank ESP/Interpreters to be on the same 187-day calendar, the start date is 8/1/23. Any days worked prior to this must be paid via timesheet.