



Memorandum

To: Principals, Assistant Principals, Department Heads, and Administrative Assistants
From: Danniella Ewen, Executive Director, Human Resources
CC: Human Resources Department
Date: May 1, 2018
Re: ESP Work Year Dates for 2018-2019

Below, are the 2018-2019 work year dates for ESP Staff. Please note that the district's decision to implement an electronic timecard system prevents administrators from adjusting work schedules.

WORK YEAR DAYS	REPORTING DATE	LAST WORK DAY
220 days	July 11, 2018	June 17, 2019
210 days	July 19, 2018	June 11, 2019
207 days	July 16, 2018	June 3, 2019
202 days	August 1, 2018	June 12, 2019
200 days	August 1, 2018	June 10, 2019
197 days	August 1, 2018	June 5, 2019
192 days	August 1, 2018	May 29, 2019
185 days	August 9, 2018	May 28, 2019
173 days	August 9, 2018	May 28, 2019

Teacher work days/in-service days are considered workdays for all ESP staff (except Food Service and Transportation employees).

Food Service and Transportation employees should be included in Building/District in-service training days.