



## Memorandum

**To:** Principals, Assistant Principals, Department Heads, and Administrative Assistants  
**From:** Danniella Ewen, Executive Director, Human Resources  
**CC:** Human Resources Department  
**Date:** May 1, 2019  
**Re:** ESP Work Year Dates for 2019-2020

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Below, are the 2019-2020 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.

| <u>WORK YEAR DAYS</u> | <u>REPORTING DATE</u> | <u>LAST WORK DAY</u> |
|-----------------------|-----------------------|----------------------|
| 220 days              | July 10, 2019         | June 15, 2020        |
| 210 days              | July 18, 2019         | June 9, 2020         |
| 207 days              | July 15, 2019         | June 1, 2020         |
| 202 days              | August 1, 2019        | June 11, 2020        |
| 200 days              | August 1, 2019        | June 9, 2020         |
| 197 days              | August 1, 2019        | June 4, 2020         |
| 192 days              | August 1, 2019        | May 28, 2020         |
| 185 days              | August 8, 2019        | May 26, 2020         |
| 182 days              | August 8, 2019        | May 20, 2020         |
| 173 days              | August 8, 2019        | May 22, 2020         |

**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.**