



Memorandum

To: Principals, Assistant Principals, Department Heads, and Administrative Assistants
From: Danniella Ewen, Executive Director, Human Resources
CC: Human Resources Department
Date: June 16, 2020
Re: ESP Work Year Dates for 2020-2021

Below, are the 2020-2021 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 8, 2020	June 14, 2021
210 days	July 16, 2020	June 8, 2021
207 days	July 14, 2020	June 1, 2021
202 days	August 3, 2020	June 14, 2021
200 days	August 3, 2020	June 10, 2021
197 days	August 3, 2020	June 7, 2021
192 days	August 3, 2020	May 28, 2021
185 days	August 11, 2020	May 27, 2021
182 days	August 11, 2020	May 24, 2021
173 days	August 11, 2020	May 27, 2021

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.