



Memorandum

To: Principals, Assistant Principals, Department Heads, and Administrative Assistants
From: Danniella Ewen, Executive Director, Human Resources
CC: Human Resources Department
Date: May 1, 2016
Re: **ESP Work Year Dates for 2016-2017**

Below, are the 2016-2017 work year dates for ESP Staff. Please note that administrators **may** adjust work schedules to meet the needs of the school or department as long as there is **no increase** in the number of days worked. Examples of adjustments that could be made include: reporting at an earlier or later date, leaving at an earlier or later date, extending the unpaid lunch period, etc.

WORK YEAR DAYS	REPORTING DATE	LAST WORK DAY
210 days	July 13, 2016	June 2, 2017
207 days	July 13, 2016	May 30, 2017
202 days	August 3, 2016	June 13, 2017
200 days	August 3, 2016	June 9, 2017
197 days	August 3, 2016	June 6, 2017
192 days	August 3, 2016	May 30, 2017
185 days	August 12, 2016	May 30, 2017

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.