



## Memorandum

**To:** Principals, Assistant Principals, Department Heads, and Administrative Assistants  
**From:** Danniella Ewen, Executive Director, Human Resources  
**CC:** Human Resources Department  
**Date:** May 1, 2017  
**Re:** ESP Work Year Dates for 2017-2018

---

Below, are the 2017-2018 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.

<u>WORK YEAR DAYS</u>	<u>REPORTING DATE</u>	<u>LAST WORK DAY</u>
220 days	July 12, 2017	June 19, 2018
210 days	July 13, 2017	June 6, 2018
207 days	July 13, 2017	June 1, 2018
202 days	August 1, 2017	June 13, 2018
200 days	August 1, 2017	June 11, 2018
197 days	August 1, 2017	June 6, 2018
192 days	August 2, 2017	May 31, 2018
185 days	August 11, 2017	May 31, 2018
173 days	August 10, 2017	May 30, 2018

**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.**