



BOARD OF EDUCATION

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Preparing Career Ready Graduates

MEMORANDUM

TO: Principals and Department Heads
FROM: Manjit Atwal, Executive Director, Human Resources/Labor Relations
REGARDING: CLASSIFIED DUTY YEAR FOR 2018-2019
DATE: 04/17/2018

Listed below are the start and end dates for classified employees. If an employee does not have adequate vacation to cover the Thanksgiving, Winter and Spring recesses, they may consider a flexible schedule (apply comp time, trade off time, return to work prior to their start date), or they may choose to work these days. ***This schedule must be prearranged with their immediate supervisor.*** If the date listed is not practical for a particular group of employees, you may modify the days based on the needs of your school or department. However, adequate notification of the change would need to be given to all employees ahead of time.

DUTY YEAR	START/END DATE	INSTITUTE DAY
School Days Only	August 13, 2018– June 6, 2019	August 10, 2018
10 Month	August 9, 2018– June 7, 2019	N/A
10 1/2 Month	August 1, 2018– June 14, 2019	N/A
11 Month	August 1, 2018– June 28, 2019	N/A
11 1/2 Month	July 11, 2018– June 21, 2019	N/A
12 Month	July 2, 2018– June 28, 2019	N/A

We have designated the day prior to the first day of school as Institute Day for classified employees who work school days only (181 days). If you prefer to designate a site-based Institute Day rather than the day listed above, you may do so, but again, it will be necessary to inform your employees of the change.

If you have any questions regarding this memorandum, you may contact me at 457-3500.

JD
cc: Office Manager

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