

2018-2019
Professional Development Days -- Trade Days -- Planning Days -- Work Days
Attendance Requirements

Board Policy DEC (LOCAL) states:

Discretionary use of state personal or local personal leave shall not be permitted for instructionally related personnel on the day before a school holiday, the day after a school holiday, days scheduled for state-mandated assessments, or professional development days.

2018-2019 Protected Days:

<p>2018 August 14-17, 20, 21, 31 September 4 October 5, 9 November 21, 26 December 20</p>	<p>2019 January 7, 21 February 15, 19 March 8, 18 April 18, 22 May 3, 24, 28</p>
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	Professional Development Days	Trade Days	Planning / Work Days	
	October 5, 2018 February 15, 2019 May 3, 2019*	November 21, 2018 January 21, 2019	January 7, 2019	June 1, 2019
<p>Exempt Staff Example: teacher, counselor, librarian, nurse, IC, assistant principal, at-risk coordinator, etc.</p>	<p>Must report to work and attend professional development as directed by the principal.</p>	<p>Must have completed professional development outside the regular work schedule. PD must total 12 credits for both days.</p>	<p>This is a regular employment day.</p>	<p>At principal discretion, not required to attend if all work is completed. Pay for Saturday has been included in annualized salaries.</p>
<p>Non-Exempt Staff Example: attendance clerk, bookkeeper, instructional aide, LVN, school service worker, secretary, etc. (staff using timekeeping system)</p>	<p>Must report to work for 6 hours with 2 hours principal approved early release. OR At principal discretion, may use comp time. Must have comp time balance and record 8 hours comp time if not reporting to work. *All employees must attend May 3, 2019.</p>	<p>Must have completed 6 hours professional development outside the regular work schedule for each PD day and code 2 hours each day as principal approved early release. OR Must have a comp time balance and record 8 hours comp time each day if PD not completed.</p>	<p>This is a regular employment day.</p>	<p>> See below Pay for Saturday has been included in annualized salaries.</p>

> Saturday, June 1, 2019

Non-exempt staff – 10 months: Excused from the Saturday workday, since Monday-Friday, May 27-31, 2019, is a 40 hour work week with a holiday included. Any time worked on Saturday would require the campus to pay straight time.

Non-exempt staff – greater than 10 months: Excused from the Saturday workday at principal discretion. If these staff work 40 hours Monday through Friday, May 27-31, 2019, which includes a holiday, and also work Saturday, June 1, 2019, they will earn straight time. Note: All compensatory time/straight time must be taken within the employment year it is earned or campus funds must be budgeted to pay the employee for the overtime balance.