

Make-Up Days

Make-up Days for the **students** are as follows:

Tuesday, June 12 – Full day (was originally scheduled as a half day)

Wednesday, June 13 – Full day

Thursday, June 14 – Full day

Friday, June 15 – Half day

Please note the following regarding instructions for Make-Up Days:

All 12-month Employees

No change to their schedule. They are required to work or use approved leave.

10- and 11-month Professionals

Monday, June 11 – Regular scheduled work day

Tuesday, June 12 – Regular scheduled work day

Wednesday, June 13 – Regular scheduled work day

Thursday, June 14 – Make-up Day (required to work or use approved leave)

Friday, June 15 – Make-Day (required to work or use approved leave)

Monday, June 18 – Professional Day (required to work or use approved leave)

Tuesday, June 19 – NPS

Wednesday, June 20 – NPS

Thursday, June 21 – NPS

Friday, June 22 – NPS

10-month Supporting Services

Last Scheduled Work Day Prior to the Make-Up Days

The following employees' work schedule is not changed by the make-up days. They were finished prior to the make-up days and are not required to work for the make-up days.

June 8, 2018 – CPF Worker I, Catering Services Workers, CPF Food Service Sanitation Technicians, CPF Worker II

As for the rest of the 10-month Supporting Service Staff, please note the following:

Monday, June 11 – Regular scheduled work day (except for those listed above who finished on June 8)

Tuesday, June 12 - Regular scheduled work day (except for those listed above who finished on June 8)

Wednesday, June 13 - Regular scheduled work day (except for those listed above who finished on June 8)

Thursday, June 14 - Regular scheduled work day (except for those listed above who finished on June 8)

Friday, June 15:

1. Regular scheduled work day for the following positions: School Secretaries I and II, Office Assistant II, Field Trip Assistant II, Special Projects Coordinators, Media Assistants, Media Service Technicians (required to work or use approved leave)
2. For all other 10-month Support staff, please refer to the **attached memo/attachment** which lists specific Support staff positions who are required to work. **Please note that not all 10-month Support staff are expected to work on this day and should not report to work.**
3. Note: Most paraeducators are **not** required to report to work. Special education paras will be required to report if special education students are in attendance that day. In addition, paraeducators who work one-on-one with students on a 504 plan and those students are in attendance that day will also be required to report to work.
4. Being a half day, 10-month Support staff who are required to report should only work and be reported for the time they actually work with the students. They are not to be reported for their full schedule that day except for the support staff listed in Item #1.
5. If a 10-month Support staff member is listed on the attachment as working on the 15th but is unable to report, they do not get reported any time for that day.
6. No leave is to be reported for any 10-month Support staff except for those listed in Item #1.
7. 10-month Support staff listed as **not working** should **not** report to work. If an exception is to be made, it must come from the principal, who will be required to get authorization first from the Chief Operating Officer.

Posting Instructions for June 15, 2018

The following employees should be posted as follows for Friday, June 15:

All 12-month staff, 10-month MCEA and 11-month MCAAP staff, 10-month Support Staff listed in Item#1 above – Report REG or approved leave.

10-Month Support Staff - Are prefilled as NPS for June 15. For those that report to work (with the exception of those listed in Item #1), please use the pay code MDW and post only the hours the employee actually works. **No leave is to be reported.**

For 10-month Support staff that do not work, leave as NPS.