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Chief Human Resources and Professional Development Officer

**2022 – 2023 Work Year for ESP 10- and 11-Month Employees**

To: ESP 10- and 11-Month Employees

From: David Lerner  
Chief Human Resources and Professional Development Officer

The negotiated agreement identifies the duty year for each group of employees, including paid holidays. For the 2022-2023 school year, those days are the following:

**Student assistants:** 196 workdays including 13 paid holidays (183 duty days). The 180 scheduled student days plus August 24, 25, and 26, 2022.

**Interpreters:** 196 workdays including 13 paid holidays (183 duty days). The 180 scheduled student days plus August 24, 25, and 26 2022.

**Ten-month paraeducators, central office technical employees, nurses, liaisons, security assistants and health assistants:** 204 workdays including 13 paid holidays (191 duty days). All 193 scheduled teacher duty days except October 21, 2022, and May 19, 2023.

**Ten-month secretaries and clerks:** 210 workdays including 13 paid holidays (197 duty days). All 193 scheduled teacher duty days plus August 16, and 17, 2022 and June 14 and 15, 2023.

**Eleven-month nurses:** 222 workdays including 15 paid holidays (207 duty days). All 193 scheduled teacher duty days plus July 1, July 5 – 18, 2022, and July 20- July 22, 2022.

**Eleven-month registrars:** 230 workdays including 13 paid holidays. 217 duty days to be marked on an “X” calendar. The following dates have been blocked off on the X calendar: July 5, 2022, July 18, 2022, and June 20, 2023. Eleven-month registrars may not work on these dates.

If you have any questions, please contact the Department of Employee and Labor Relations, 410-313-6759.

DL/mc

	Professional Learning Day (MSEA Convention)	Professional Learning Day	Parent Teacher Conference (full day)	Professional Workday	Professional Learning Day	Professional Learning Day
	Oct. 21, 2022	Oct. 24, 2022	Nov. 23, 2022	Jan. 23, 2023	April 21, 2023	May 19, 2023
Paraeducator	No	Yes	Yes	Yes	Yes	No
Security Asst.	No	Yes	Yes	Yes	Yes	No
Nurse	No	Yes	Yes	Yes	Yes	No
Health Asst.	No	Yes	Yes	Yes	Yes	No
Student Asst.	No	No	No	No	No	No
Interpreter	No	No	No	No	No	No
10 Month Secretaries	Yes	Yes	Yes	Yes	Yes	Yes
10 Month Clerks	Yes	Yes	Yes	Yes	Yes	Yes
10 Month Liaison- BSAP, HSAP & International	No	Yes	Yes	Yes	Yes	No