
Chief Human Resources and Professional Development Officer

2023 – 2024 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 2023-2024 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 23, 24, and 25, 2023.

Interpreters: 196 workdays including 13 paid holidays (183 duty days). The 180 scheduled student days plus August 23, 24, and 25, 2023.

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 20, 2023, and April 10, 2024.

Ten-month secretaries and clerks: 210 workdays including 13 paid holidays (197 duty days). All 193 scheduled teacher duty days plus August 14, 15, and 16, 2023 and June 12, 2024.

Eleven-month nurses: 222 workdays including 14 paid holidays (208 duty days). All 193 scheduled teacher duty days plus July 3, July 5 – 24, 2023.

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 3, 2023, July 5, 2023, June 18, 2024, and June 20, 2024. Eleven-month registrars may not work on these dates.

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

DL/mc

	Professional Learning Day	Professional Learning Day (MSEA Convention)	Parent Teacher Conference (full day)	Professional Workday	Professional Learning Day
	Oct. 9, 2023	Oct. 20, 2023	Nov. 22, 2023	Jan. 22, 2024	April 10, 2024
Paraeducator	Yes	No	Yes	Yes	No
Security Asst.	Yes	No	Yes	Yes	No
Nurse	Yes	No	Yes	Yes	No
Health Asst.	Yes	No	Yes	Yes	No
Student Asst.	No	No	No	No	No
Interpreter	No	No	No	No	No
10 Month Secretary	Yes	Yes	Yes	Yes	Yes
10 Month Clerk	Yes	Yes	Yes	Yes	Yes
10 Month Liaison-	Yes	No	Yes	Yes	No