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Department of Human Resources and Employee and Labor Relations

**2024 – 2025 Work Year for Certain 10- and 11-Month Employees**

To: All Staff

From: T. Michael Carson, Executive Officer, Human Resources

**Student assistants and Interpreters:** 196 workdays including 13 paid holidays (183 duty days). The 180 scheduled student days plus August 21, 22, and 23, 2024.

**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 18, 2024, and January 29, 2025.

**Ten-month secretaries and clerks:** 210 workdays including 13 paid holidays (197 duty days). All 193 scheduled teacher duty days plus August 12, 13, and 14, 2024 and June 12, 2025 (or the first workday following the last day for students).

**Bookkeepers:** 210 workdays including 13 paid holidays. 197 duty days to be marked on an “X” calendar. Bookkeepers are required to work two days in July and two days in August before 10-month staff return on August 15th. These days should be selected in coordination with their school administrator and count as part of the 197 duty days. The following dates have been blocked off on the X calendar: July 3, 2024, July 5, 2024, June 18, 2025, and June 20, 2025. Bookkeepers may not work on these dates.

**Eleven-month nurses:** 222 workdays including 14 paid holidays (208 duty days). All 193 scheduled teacher duty days plus 15 days in the summer to be determined by the Coordinator of Health Services.

**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, 2024, July 5, 2024, June 18, 2025, and June 20, 2025. 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.

TMC/sos

Enclosure

## Quick Reference Chart

|                    | Professional Workday (MSEA Convention) | Professional Development Day | Parent Teacher Conference (full day) | Professional Workday | Professional Development Day | Professional Development Day |
|--------------------|--|------------------------------|--------------------------------------|----------------------|------------------------------|------------------------------|
|                    | Oct. 18, 2024                          | Oct. 31, 2024                | Nov. 27, 2024                        | Jan. 29, 2025        | February 7, 2025             | March 31, 2025               |
| Paraeducator       | No                                     | Yes                          | Yes                                  | No                   | Yes                          | Yes                          |
| Security Asst.     | No                                     | Yes                          | Yes                                  | No                   | Yes                          | Yes                          |
| Nurse (10 month)   | No                                     | Yes                          | Yes                                  | No                   | Yes                          | Yes                          |
| Health Asst.       | No                                     | Yes                          | Yes                                  | No                   | Yes                          | Yes                          |
| Student Asst.      | No                                     | No                           | No                                   | No                   | No                           | No                           |
| Interpreter        | No                                     | No                           | No                                   | No                   | No                           | No                           |
| 10 Month Secretary | Yes                                    | Yes                          | Yes                                  | Yes                  | Yes                          | Yes                          |
| 10 Month Clerk     | Yes                                    | Yes                          | Yes                                  | Yes                  | Yes                          | Yes                          |
| 10 Month Liaison-  | No                                     | Yes                          | Yes                                  | No                   | Yes                          | Yes                          |