
Executive Officer of Human Resources & Employee and Labor Relations

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

To: All Staff

From: T. Michael Carson, Executive Officer of Human Resources & Employee and Labor Relations

The Office of the Superintendent has authorized a revision to the previously issued guidance in Circular 31.

Due to the last day of school being moved to June 18, 2025, as a result of snow closures, the revised duty days for the 2024-2025 school year are outlined below. If you have already submitted your X calendar for the 2024-2025 school year, please review it and resubmit it to your supervisor based on the guidance below.

Ten-month secretaries and clerks: 210 workdays, including 13 paid holidays (197 duty days). All 193 scheduled teacher duty days plus August 12, 13, 14, 2024, and June 20, 2025. **The last workday for ten-month secretaries and clerks is now confirmed as Friday, June 20, 2025.**

Bookkeepers: 210 workdays, including 13 paid holidays. 197 duty days to be marked with an “X” on a 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 counted as part of the 197 duty days. The following dates have been blocked off on the X calendar: July 3, 2024, July 5, 2024, 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, will be determined by the Coordinator of Health Services, **excluding June 20, 2025.**

Eleven-month registrars: 230 workdays, including 13 paid holidays. 217 duty days to be marked with an “X” on a calendar. The following dates have been blocked off on the X calendar: July 3, 2024, July 5, 2024, 2024, and June 20, 2025. Eleven-month registrars are not permitted to work on these dates.

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

TMC/sos