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Executive Officer Human Resources and Employee Labor Relations

**2025 – 2026 Work Year for Certain 10- and 11-Month Employees**

To: All Staff

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

**Student assistants and Interpreters:** 196 workdays, including 13 paid holidays (183 duty days). The 180 scheduled student days plus August 20, 21, and 22, 2025.

**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 17, 2025, 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 11, 12, and 13, 2025, and June 16, 2026 (or a day to be determined by the Superintendent/designee).

**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 18th. These days should be selected in coordination with their school administrator and count as part of the 197 duty days. Bookkeepers may not work on dates marked on the “X” calendar by a dash, H (Holiday), or SD (snow make-up).

**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. Registrars may not work on dates marked on the “X” calendar by a dash, H (Holiday), or SD (snow make-up).

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

TMC/CDB

## Quick Reference Chart

	Professional Workday (MSEA Convention)	Parent Teacher Conference (full day)	Professional Workday	Professional Development Day	Professional Development Day	Professional Development Day
	Oct. 17, 2025	Nov. 26, 2025	Jan. 26, 2026	February 4, 2026	March 20, 2026	April 15, 2026
Paraeducator	No	Yes	No	Yes	Yes	Yes
Security Asst.	No	Yes	No	Yes	Yes	Yes
Nurse (10 month)	No	Yes	No	Yes	Yes	Yes
Health Asst.	No	Yes	No	Yes	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	No	Yes	Yes	Yes

**Please note all the above employees work a full day on days when students are dismissed 3 hours early.**