

# DO I WORK ON THESE DAYS?

11/27/18

Support Staff Employee	In-Service Days	2 hr early dismissal, Act 80	2 hr early dismissal, day before holiday or last day of school	Snow days	Snow delays or early dismissals
Full-time Classroom Assistants, Full-time LPN	<b>Yes</b>	<b>Yes</b> , work regular schedule or if leave early, get pd for hrs worked	<b>Yes</b> , leave 2 hrs early on days before Thanksgiving, Christmas & Easter breaks	<b>No</b> , work when day is made-up	<b>Yes</b> , delay hours are paid if employee comes to work
**Part-time Classroom Assistants, Part-time LPN	Work first 2 of school yr, Principal request for others	<b>Yes</b> , work regular schedule or if leave early, get pd for hrs worked	<b>Yes</b> , work regular schedule or if leave early, get pd for hrs worked	<b>No</b> , work when day is made-up	<b>Yes</b> , delay hours are paid if employee comes to work
Part-time Health Room Assistants, Part-time School Serv Sec	Work first 2 of school yr, Principal request for others	<b>Yes</b> , work regular schedule or if leave early, get pd for hrs worked	<b>Yes</b> , work regular schedule or if leave early, get pd for hrs worked	<b>No</b> , work when day is made-up	<b>Yes</b> , delay hours are paid if employee comes to work
Full-time Cafeteria	<b>Yes</b>	<b>Yes</b> , work regular schedule or if leave early, get pd for hrs worked	<b>Yes</b> , leave 2 hrs early on days before Thanksgiving, Christmas & Easter breaks	<b>No</b> , work when day is made-up	<b>Yes</b> , reg schedule or adjust time by actual start or end time
Part-time Cafeteria	<b>No</b> , unless requested by Supervisor	<b>Yes</b> , work regular schedule or if leave early, get pd for hrs worked	<b>Yes</b> , work regular schedule or if leave early, get pd for hrs worked	<b>No</b> , work when day is made-up	<b>Yes</b> , reg schedule or adjust time by actual start or end time
200 day Secretaries	Work first 2 of school yr (part of normal work schedule)	<b>Yes</b> , work regular schedule or if leave early, get pd for hrs worked	<b>Yes</b> , work regular schedule or if leave early, get pd for hrs worked	<b>No</b> , work when day is made-up	<b>Yes</b> , reg schedule or adjust time by actual start or end time
Full-time Secretaries	<b>Yes</b>	<b>Yes</b>	<b>Yes</b> , leave 2 hrs early on days before Thanksgiving, Christmas & Easter breaks	<b>Yes</b> , per 12 month code posted	<b>Yes</b> , delay hours are paid if employee comes to work
Full-time Custodians or Maintenance Staff	<b>Yes</b>	<b>Yes</b>	<b>Yes</b> , leave 2 hrs early on days before Thanksgiving, Christmas & Easter breaks	<b>Yes</b> , per the directions of Oper. & Maint. Dir	<b>Yes</b> , delay hours are paid if employee comes to work, 2nd shift per direction of Oper & Maint. Dir
Part-time Custodians	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b> , delay hours are paid if employee comes to work, 2nd shift per direction of Oper & Maint. Dir
Technology	<b>Yes</b>	<b>Yes</b>	<b>Yes</b> , leave 2 hrs early on days before Thanksgiving, Christmas & Easter breaks	<b>Yes</b> , per 12 month code posted	<b>Yes</b> , delay hours are paid if employee comes to work

\*\*Instructional Classroom Assistants should refer to training schedule provided by Special Education for days to work that are not part of their regular schedule.