

DO I WORK ON THESE DAYS?

Support Staff Employee	In-Service Days/Full Act 80 Days	2 hr early dismissal, Act 80	2 hr early dismissal, day before holiday	Early dismissal, last day of school	*Snow days	*School delays	Snow early dismissals
Full-time Classroom Assistants, Full-time LPN	Yes	Yes , work regular schedule or if leave early, get paid for hours worked	Yes , leave 2 hours early on days before Thanksgiving, Christmas & Easter breaks	Work regular schedule and get paid for hours worked or if leave early, only get paid for hours worked	No , work when day is made-up	Yes , follow delay schedule, and delay is paid	May leave early with Principal approval and be paid for hours worked
**Part-time Classroom Assistants, Part-time LPN	Work first 2 of school yr, Principal request for others	Yes , work regular schedule or if leave early, get paid for hours worked	Yes , work regular schedule or if leave early, get paid for hours worked	Work regular schedule and get paid for hours worked or if leave early, only get paid for hours worked	No , work when day is made-up	Yes , follow delay schedule, and delay is paid	May leave early with Principal approval and be paid for hours worked
Part-time Health Room Assistants	Work first 2 of school yr, Principal request for others	Yes , work regular schedule or if leave early, get paid for hours worked	Yes , work regular schedule or if leave early, get paid for hours worked	Work regular schedule and get paid for hours worked or if leave early, only get paid for hours worked	No , work when day is made-up	Yes , follow delay schedule, and delay is paid	May leave early with Principal approval and be paid for hours worked
Full-time Cafeteria	Yes	Yes , work regular schedule or if leave early, get paid for hours worked	Yes , leave 2 hours early on days before Thanksgiving, Christmas & Easter breaks	Work regular schedule and get paid for hours worked	No , work when day is made-up	Yes , per the directions of Food Service Director	May leave early with supervisor approval and be paid for hours worked
Part-time Cafeteria	No , unless requested by Supervisor	Yes , work regular schedule or if leave early, get paid for hours worked	Yes , work regular schedule or if leave early, get paid for hours worked	Work regular schedule and get paid for hours worked	No , work when day is made-up	Yes , per the directions of Food Service Director	May leave early with supervisor approval and be paid for hours worked
200 day Secretaries (part-time)	Work first 2 of school yr (part of normal work schedule)	Yes , work regular schedule or if leave early, get paid for hours worked	Yes , work regular schedule or if leave early, get paid for hours worked	Work regular schedule and get paid for hours worked	No , work when day is made-up	Yes, follow delay schedule, and delay is paid	May leave early with supervisor approval and be paid for hours worked
Full-time Secretaries	Yes	Yes	FT Yes , leave 2 hours early on days before Thanksgiving, Christmas & Easter breaks PT & 200 day get paid for hours worked	Work regular schedule and get paid for hours worked	Yes , may work from home	Yes , follow delay schedule, and delay is paid	May leave early with supervisor approval and be paid for hours worked
Full-time Custodians or Maintenance Staff	Yes	Yes	Yes , leave 2 hours early on days before Thanksgiving, Christmas & Easter breaks	Work regular schedule and get paid for hours worked	Yes , per the directions of direct supervisor	Yes , per the directions of direct supervisor	Yes , per the directions of direct supervisor
Part-time Custodians	Yes	Yes	Yes	Work regular schedule and get paid for hours worked	Yes , per the directions of direct supervisor	Yes , per the directions of direct supervisor	Yes , per the directions of direct supervisor
Technology	Yes	Yes	FT Yes , leave 2 hours early on days before Thanksgiving, Christmas & Easter breaks PT get paid for hours worked	Work regular schedule and get paid for hours worked	Yes , may work from home	Yes , follow delay schedule, and delay is paid	May leave early with supervisor approval and be paid for hours worked

*Essential staff that must work regular schedule **at the direction** of their supervisor will receive in-lieu of time

**Instructional Classroom Assistants should refer to training schedule provided by Student Services for days to work that are not part of their regular schedule