

## 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	*Snow delays	Snow early dismissals
Full-time Classroom Assistants, Full-time LPN	<b>Yes</b>	<b>Yes</b> , work regular schedule or if leave early, get paid for hours worked	<b>Yes</b> , 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	<b>No</b> , work when day is made-up	<b>Yes</b> , follow student delay schedule, and delay is paid if employees come to work	May leave early with supervisor approval and be paid for hours worked
**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 paid for hours worked	<b>Yes</b> , 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	<b>No</b> , work when day is made-up	<b>Yes</b> , follow student delay schedule, and delay is paid if employees come to work	May leave early with supervisor approval and be paid for hours worked
Part-time Health Room Assistants	Work first 2 of school yr, Principal request for others	<b>Yes</b> , work regular schedule or if leave early, get paid for hours worked	<b>Yes</b> , 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	<b>No</b> , work when day is made-up	<b>Yes</b> , follow student delay schedule, and delay is paid if employees come to work	May leave early with supervisor approval and be paid for hours worked
Full-time Cafeteria	<b>Yes</b>	<b>Yes</b> , work regular schedule or if leave early, get paid for hours worked	<b>Yes</b> , leave 2 hours early on days before Thanksgiving, Christmas & Easter breaks	Work regular schedule and get paid for hours worked	<b>No</b> , work when day is made-up	<b>Yes</b> , per the directions of Food Service Director	May leave early with supervisor approval and be paid for hours worked
Part-time Cafeteria	<b>No</b> , unless requested by Supervisor	<b>Yes</b> , work regular schedule or if leave early, get paid for hours worked	<b>Yes</b> , work regular schedule or if leave early, get paid for hours worked	Work regular schedule and get paid for hours worked	<b>No</b> , work when day is made-up	<b>Yes</b> , 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)	<b>Yes</b> , work regular schedule or if leave early, get paid for hours worked	<b>Yes</b> , work regular schedule or if leave early, get paid for hours worked	Work regular schedule and get paid for hours worked	<b>No</b> , work when day is made-up	Follow Superintendent or direct supervisor instruction	May leave early with supervisor approval and be paid for hours worked
12-month Secretaries	<b>Yes</b>	<b>Yes</b>	<b>FT Yes</b> , 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	Follow Superintendent or direct supervisor instruction	Follow Superintendent or direct supervisor instruction	May leave early with supervisor approval and be paid for hours worked
Full-time Custodians or Maintenance Staff	<b>Yes</b>	<b>Yes</b>	<b>Yes</b> , leave 2 hours early on days before Thanksgiving, Christmas & Easter breaks	Work regular schedule and get paid for hours worked	<b>Yes</b> , per the directions of direct supervisor	<b>Yes</b> , per the directions of direct supervisor	<b>Yes</b> , per the directions of direct supervisor
Part-time Custodians	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	Work regular schedule and get paid for hours worked	<b>Yes</b> , per the directions of direct supervisor	<b>Yes</b> , per the directions of direct supervisor	<b>Yes</b> , per the directions of direct supervisor
Technology	<b>Yes</b>	<b>Yes</b>	<b>FT Yes</b> , 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	Follow Superintendent or direct supervisor instruction	Follow Superintendent or direct supervisor instruction	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