NOTICE – These dates are based on the school start and end dates on the school calendar. If the school calendar changes, the below information could also change.

**Educational Assistants contract year consists of 184 days which includes conferences, professional development, and paid MEA.** There are normally 4 evening conferences which each count as ½ day. If an EA’s presence is not needed at the conference, alternative work days shall be assigned. 5 professional development days included in the duty year are non-student contact days assigned for program planning and staff development opportunities. Typically 3 of these days occur during opening week and the other 2 days occur during the school year. Pay for winter and spring break is not included in the 184 days.

**Subject to change as needed to ensure accurate pay of contracted salary. Refer to current payroll calendar or contact your payroll specialist for specific pay check timing information.**