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**MEMORANDUM**

**TO: Early Learning Teachers and Paraprofessionals**

**FROM: Human Resources/Labor Relations  
 Erica Ayala, Manager II, Early Learning Department**

**REGARDING: EARLY LEARNING CLASSIFIED/CERTIFICATED DUTY YEAR  
 FOR 2020-2021**

**DATE: April 24, 2020**

Listed below are the start and end dates for classified and certificated employees for TK in the Early Learning Department.

Duty Year	Start/End Date	Professional Learning
TK Teacher (185 Duty Days-10 months)	August 12, 2020 – June 10, 2021	October 26th, 2020 March 1, 2021
TK Paraprofessional (192) Duty Days-10 months)	August 14, 2020 - June 10, 2021 Days off October 23rd & Feb 26th (Fridays before Buyback)	October 26 <sup>th</sup> , 2020 March 1, 2021

We have designed the coming year in collaboration with Human Resources and Labor relations a little differently. You will notice TK Paraprofessionals will have professional learning, same as their teachers during Buyback dates. Thus, they will have the following days off October 23, 2020 and February 23,2021 so they are able to attend non-duty day PL in October and March.

If you have any questions regarding this memorandum, you may contact Erica Ayala at 457-3819 or Cathleen Walker 457-3683.

BC:  
 cc: Office Manager

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