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Preparing Career Ready Graduates

MEMORANDUM

TO: Early Learning Teachers and Paraprofessionals
FROM: Human Resources/Labor Relations
Erica Ayala, Manager II, Early Learning Department
REGARDING: **REVISED:** EARLY LEARNING CLASSIFIED/CERTIFICATED DUTY YEAR FOR 2021-2022
DATE: July 26, 2021

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 (188 Duty Days-10 months)	August 9th, 2021 – June 10th, 2022	Buyback Days September 20 th , 2021 February 28 th , 2022
TK Paraprofessional (193) Duty Days-9 months)	August 11th, 2021 - June 10th, 2022	Buyback Days will be duty days September 20 th , 2021 February 28 th , 2022

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 September 17, 2021 and February 25, 2022 so they are able to attend non-duty day PL in September and February.**

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

BC:
cc: Office Manager

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