



**PLEASE ENSURE THIS MEMO IS DISTRIBUTED TO ALL
NON-TEACHING EMPLOYEES**

August 30, 2021

TO: PRINCIPALS AND VICE PRINCIPALS; MANAGERS; SUPERVISORS;
ADMINISTRATIVE ASSISTANTS

FROM: Dawn Israel
Human Resources Consultant

RE: **NON-INSTRUCTIONAL AND PROFESSIONAL DEVELOPMENT DAYS – 2021/2022**

Monday, September 27 – School Planning Day. Permanent employees who work directly with students (on list below) will be paid for four (4) hours.

All staff that work directly with students are not required to be at school on the following non-instructional days for the 2021/2022 school year.

Friday, October 22, 2021
Friday, February 18, 2022
Friday, April 8, 2022

Two Week Spring Break: March 21 – April 1, 2022

These staff members are:

EDUCATION ASSISTANTS
NA'TSA'MAHT CLASSROOM PROGRAM ASSISTANTS
HEALTH CARE ASSISTANTS
DISTRICT EDUCATION ASSISTANT – SOCIAL EMOTIONAL LEARNING
DISTRICT INCLUSION ASSISTANTS
EARLY CHILDHOOD EDUCATORS
STRONG START FACILITATORS
AFTER SCHOOL PROGRAM COORDINATORS
VISUAL LANGUAGE INTERPRETERS
DISTRICT – COMMUNICATION FACILITATORS
DISTRICT – TRANSCRIBERS
STUDENT ENGAGEMENT FACILITATORS
EDUCATION ASSISTANT – BRAILLE
BUS DRIVERS
COOK – TEACHING KITCHEN
CENTRAL CALL-IN CLERK
SCHOOL MEALS PROGRAM COORDINATORS
NOON HOUR/BUS SUPERVISION ASSISTANTS
EDUCATION ASSISTANT – SCIENCE
CROSSING GUARDS

The last day of school for all schools is Wednesday, June 29, 2022.

The last day for the Strong Start Facilitators will be Thursday, June 30, 2022.

The CUPE Professional Development Days are:

Friday, November 19, 2021
Friday, May 13, 2022

Elementary School Secretaries work 4 days after the Year End Administrative Day and 5 days at the end of August. The last day of work is Thursday, July 7 and return on Monday, August 29, 2022.

Clerk Middle/Secondary work 5 days in July and 5 days at the end of August. The last day of work is Friday, July 8th and return on Monday, August 29, 2022.

Student Information Systems Clerks work 10 days in July and 10 days at the end of August. The last day of work is Friday, July 15th and return on Monday, August 22, 2022.

If you have you have any questions, please do not hesitate to contact me.

c: Amber Leonard, President, CUPE Local 459
David Lee-Bonar, Assistant Secretary Treasurer