

## EDUCATIONAL ASSISTANT PA DAYS – September 2010 to June 2011

Educational Assistants are eligible for up to 4 PA Days during the 2010-2011 School Calendar.

The school calendars and configuration of PA Days for the Elementary and Secondary Panel are different. The number of working days and number of PA Days for each Panel is the same (188 days + 4 available PA Days).

The following is the schedule of PA Days for the period September 2010 to June 2011 *for all Permanent and Long Term Temporary Educational Assistants:*

<b>Date</b>	<b>Elementary Panel</b>	<b>Secondary Panel</b>	<b>Comments</b>
Sept 1 10	PA Day	PA Day	Mandatory EA working day
Oct 8 10	PA Day	Regular School Day	Elementary optional EA PA Day Secondary regular work day
Dec 6 10	PA Day	PA Day	Elementary and Secondary optional EA PA Day - Board Wide Workshops
Jan 7 11	PA Day	PA Day	Elementary EA's not working Secondary optional EA PA Day
Feb 3 11	Regular School Day	PA Day	Elementary regular work day Secondary optional EA PA Day
Mar 28 11	PA Day	Regular School Day	Elementary optional EA PA Day Secondary regular work day
June 13 11	PA Day	Regular School Day	Elementary EA's not working Secondary regular work day
June 29 11	Regular School Day	PA Day	Elementary regular work day Secondary EA's not working
June 30 11	Regular School Day	PA Day	Elementary regular work day Secondary EA's not working

### ***September 1, 2010 – Mandatory PA Day – Educational Assistants***

Educational Assistants, Elementary and Secondary full-time or part-time (including long term Temporary staff) are to attend at their school for their regular hours.

**\*\* Please Note** – in recognition of a rounding issue related to the working day during the term of the collective agreement Educational Assistants will be paid for their full regular work day but will be scheduled for and work a shortened day for this PA Day only.

*Examples:* Full time Educational Assistants who would normally attend for 6 hours + 20 minutes will be required to attend for 4 hours + 35 minutes – Timesheet to be recorded as 4.58 hours.

Part time Educational Assistants should have their hours pro-rated and recorded on the time sheet accordingly - .7 EA would work 3 hours + 12 minutes – Time sheet would be  $4.58 \times .7 = 3.21$ ).

**October 8, 2010 – Elementary Panel PA Day**

- Optional PA Day - Elementary Panel Educational Assistants full time or part time are eligible to attend for the full day and will be paid if in attendance. (As this is a voluntary day EA's who do not attend will not be paid – there is no access to sick leave, personal days, etc.).
- Regular working day for Secondary Panel Educational Assistants

**December 6, 2010 – Board Wide PA Day**

Educational Assistants, Elementary and Secondary full time or part time are eligible to attend for the full day and will be paid if in attendance. (As this is a voluntary day EA's who do not attend will not be paid – there is no access to sick leave, personal days, etc.).

**January 7, 2011 – Elementary and Secondary PA Day**

- Non working - unpaid day for Elementary Panel Educational Assistants
- Optional PA Day for Secondary Panel Educational Assistants (As this is a voluntary day EA's who do not attend will not be paid – there is no access to sick leave, personal days, etc.).

**February 3, 2011 – In-School PA Day**

- Regular working day for Elementary Educational Assistants
- Secondary PA Day - full time or part time are eligible to attend for the full day and will be paid if in attendance. (As this is a voluntary day EA's who do not attend will not be paid – there is no access to sick leave, personal days, etc.).

**June 29 and June 30, 2011 – Secondary Panel PA Days**

- Regular working days for Elementary Panel Educational Assistants
- Non working - unpaid days for Secondary Panel Educational Assistants

**SUMMARY 2010-2011 EDUCATIONAL ASSISTANT PA DAYS**

Date	ELEMENTARY PANEL – EA PA DAYS	
Sept 1 10	Yes - Mandatory	1**
Oct 8 10	Yes	1*
Dec 6 10	Yes	1*
Jan 7 11	Non Working Day	
Mar 28 11	Yes	1*
June 13 11	Non Working Day	

Elementary Panel EA PA Days 10-11  4
--

Date	SECONDARY PANEL - EA PA DAYS	
Sept 1 10	Yes - Mandatory	1**
Dec 6 10	Yes	1*
Jan 7 11	Yes	1*
Feb 3 11	Yes	1*
June 29 11	Non Working Day	
June 30 11	Non Working Day	

Secondary Panel EA PA Days 10-11  4
---

\* Voluntary PA Day attendance: EA’s who do not attend will not be paid – there is no access to sick leave, personal days, etc.

\*\* **Please Note** – in recognition of a rounding issue related to the working day during the term of the collective agreement Educational Assistants will be paid for their full regular work day but will be scheduled for and work a shortened day for this PA Day only (September 1, 2010).

*Examples:* Full time Educational Assistants who would normally attend for 6 hours + 20 minutes will be required to attend for 4 hours + 35 minutes – Timesheet to be recorded as 4.58 hours.

Part time Educational Assistants should have their hours pro-rated and recorded on the time sheet accordingly - .7 EA would work 3 hours + 12 minutes – Time sheet would be  $4.58 \times .7 = 3.21$ ).