

April 13, 2011

RE: 2011 – 2012 Work Year For Educational Assistants Includes Six (6) Professional Activity (PA) Days

The following information was forwarded to all Elementary and Secondary Principals , Special Education Departments from Earl Manners, Human Resources Administrator, TLDSB

Starting **September 1, 2011**, the educational assistant (EA) work year will be 194 days, the same as teachers. This will be accomplished by offering EA's two (2) additional PA Days for a total of six (6), the same as for teachers.

The first PA Day of the school year is mandatory for EA's to attend at their school worksite. The remaining five PA Days are voluntary, and as such, sick leave, the Float Day, personal/compassionate leave and/or short-term leave cannot be used for these days. For these six PA Days, EA's may attend, regardless of their hours, and are paid to attend for the full day at their regular rate of pay.

Of further note, one PA day will be designated as a Board-wide PD Day and four other days will be designated as In-school PA days (with the first PA Day being mandatory).

Elementary EA PA Day Schedule	Date	Secondary EA PA Day Schedule
❖ Mandatory	September 1, 2011	❖ Mandatory
❖ In-school PA Day	October 7, 2011	❖ In-school PA Day
❖ Board-wide PA Day	November 25, 2011	❖ Board-wide PA Day
❖ In-school PA Day	February 2, 2012 (semester change over)	❖ In-school PA Day
❖ In-school PA Day	June 8, 2012	❖ Regular work day
❖ Regular work day	June 27, 2012	❖ In-school PA Day
❖ In-school PA Day	June 28, 2012	❖ In-school PA Day

The Special Education Department and the Joint Professional Development Planning Committee will be providing support to Principals in scheduling in-school professional development activities.

Please ensure that your educational assistants are made aware of this information.