

**FROM:** Human Resource Services

**SUBJECT:** Supply Educational Assistant - Mandatory Working Days

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Please be advised that there is a minimum number of working days you must meet each school year in order to maintain employment as a Supply Educational Assistant with the Durham District School Board. You are required to work a minimum of 90 full working days each school year, or a prorated amount of days based on your date of hire.

Please sign and date in the space provided below to indicate that you understand this condition to maintain employment as a Supply Educational Assistant with the Durham District School Board.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Sincerely,

Human Resource Services  
Durham District School Board



@DurhamDSB



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