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# Pittsford Schools

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Shawn Clark

Assistant Superintendent for Human Resources

PCSD Paraprofessional 6.5 Hour Workday Exemption Form – Submit by June 23, 2023

(For limited use during the 2023-24 school year only)

PLEASE COMPLETE THIS FORM AND RETURN TO YOUR BUILDING PRINCIPAL

Employee Name: \_\_\_\_\_ Building: \_\_\_\_\_

Position for 2023-2024 school year: \_\_\_\_\_

**Elementary Educational Assistants (EA) positions that are not already assigned to 6.5 hours will be 6.5 hour positions (7 hours with 30 minute lunch), beginning September 2023.**

- Start and end time will be agreed to by the EA and Principal  
\*This time will reflect the ***Principal's need*** and the ***EA's availability***
- Members hired prior to July 1, 2023 at 6.0 hours, may apply for exemption from the addition of 30 minutes to their workday if prohibitive extenuating circumstances exist.

Please indicate the extenuating circumstances you believe warrant consideration of this request for exemption from the 6.5 hour workday. Please supply any corresponding documentation to assist with a determination:

I \_\_\_\_\_ am filing for exemption from the addition of 30 minutes to my workday for the 2023-2024 school year due to the extenuating circumstances indicated above. I understand this request will be reviewed by HR and my Building Principal and a decision will be shared prior to July 15, 2023

Please Sign and Date:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Michael Pero, Superintendent of Schools, Pittsford Central School District  
Allen Creek Elementary • Jefferson Road Elementary • Mendon Center Elementary • Park Road Elementary • Thornell Road Elementary  
Barker Road Middle School • Calkins Road Middle School • Pittsford Mendon High School • Pittsford Sutherland High School  
[www.pittsfordschools.org](http://www.pittsfordschools.org)