

Tab 1



Guidance for Working the Additional Instructional Days (June 4–10, 2026) for UASF Employees

Dear UASF School Site Employees,

Due to school closures on February 9–13, 2026, the District is extending the instructional calendar by five (5) days to ensure students receive the required 180 instructional days. The additional instructional days will take place on: **June 4, 5, 8, 9, and 10, 2026**

As a result, the last day of school will now be **June 10, 2026**, which aligns with the currently scheduled final workday for site administrators.

Expectations for Site Administrators

To support end-of-year closeout activities for the 2025–26 school year:

- Each school campus will be provided with up to two (2) days of paid time to complete school closure responsibilities for the 2025-26 SY that may be completed by one or more site administrators. *Note: The total compensation is two (2) days and they can be split among site leaders or completed by one.*

Compensation and Time Reporting

- Administrators working these additional days will be:
 - Paid at their **per diem rate**
 - Required to be **physically present on campus** for each day worked
 - Responsible for logging their time in the **RedRover system by** selecting “Extended Day – Per Diem” in the Red Rover system when entering timesheets for these days.
- If additional time is needed to successfully complete the end of year tasks, the site administrator may seek pre-approval from their LEAD supervisor as funding will have to come from the site budget.

Thank you for your leadership and continued commitment to ensuring a strong close to the school year.

Sincerely,

Apolinar Quesada