

Weston Educational Administrative Assistant Association (WEAAA)

September	1st	Notification of accrued sick leave	Article VI	Sec. 3
	1st	Notification of accrued vacation leave	Article IV	Sec. 5
	1st	Notify the Business Office of phone numbers to be added to the robo call list (weather related)	Article XV	Sec. 1
February	1st	Request for an 11-month schedule due	Article III	Sec. 1
June	1st	Written evaluations of employees shall be provided on or before this date	Appendix E	
	10th	Meet with employee within 10 days if performance is "Needs Improvement" or "Unsatisfactory"	Article IV	Sec. 1
	30th	Employees may have no more than one year accumulated vacation balance to carry forward	Article IV	Sec. 1