

MEMORANDUM

TO: District Superintendents
District Personnel Administrators

FROM: Phillip Cease
Director of Government Relations and Policy

DATE: June 24, 2025

RE: Educator Assistance Act – Self-Directed Staff Workday Guidance

Section 59-1-425(A) of The Educator Assistance Act (EAA), [H. 3196](#), establishes requirements for the ten professional development and staff workdays included in the 190-day school year annually. These ten days must be designated as follows.

- Four of the ten days “must be designated for collegial professional development, based upon the educational standards as required by Section 59-18-300. The professional development must address, at a minimum, academic achievement standards including strengthening teachers' knowledge in their content area, teaching techniques, and assessment.”
- “At least two days must be designated as staff workdays for the preparation of opening of schools. On these days, teachers and instructional assistants must be afforded time that is self-directed and free from assigned meetings or training in order to evaluate student academic data and to plan and prepare instructional materials and classroom spaces for the start of the school year.”
- “The remaining four days may be used for teacher planning, academic plans, and parent conferences.”

The legislative intent of this section is for educators and instructional assistants to receive two days before the start of the school year free from assigned meetings (including meet and greet events) or required district professional development.

The self-directed time may be one full day and two half days, as long as the total time given equals two full workdays.