

# Sample School District

Name: Jane Smith

Position: Teaching Substitute

We are pleased to notify you that you have reasonable assurance of returning with the Sample School District for the 2016-2017 school year. Substitute employment is on-call, based upon need, and therefore unpredictable. We anticipate the same need for substitutes in 2016-2017 as in previous years.

Working with our district calls for several customary vacation periods/holiday recesses during the school year. Following each of these periods as established by the 2016-2017 school calendar, you will remain employed with the district. In accordance with RCW 50.44.050, you will be denied unemployment benefits during these customary vacation periods/holiday recesses:

Winter Break	December 21, 2016-January 1, 2017
Mid-Winter Break	February 15, 2017-February 19, 2017
Spring Break	April 18, 2017-April 22, 2017
Summer Break	June 20, 2017-September 2, 2017

This notification is not intended to create a contract of employment, or to alter any existing contract of employment, if any. Rather, the intent is to emphasize that school district employment includes customary vacation periods and holiday recesses during the school year and between academic terms.

Please complete the section below and submit to Human Resources by June 30, 2016. Failure to return this letter will constitute removal from our active substitute list.

Verification of Receipt

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date

THIS DOCUMENT MUST BE RETURNED BY JUNE 30, 2016