



Memo

To: All Administrators

From: Patricia Wachtel, Human Resource Manager *pw*

Date: June 4, 2018

RE: 2018/19 Holiday and Break Schedule

The following dates are considered **NON DUTY DAYS** during the holiday and breaks:

Classification		Independence Day	Labor Day	Thanksgiving	Christmas New Years	Mid-Winter Break	Spring Break Good Friday	Memorial Day
Central Office Administrators 52-week Salary Service Personnel 52-week Secretaries 52-week Custodians	}	July 4	Sept 3	Nov 21 – 23	Dec 24, 25, Dec 31, Jan 1		April 19	May 27
Central Office Administrator Less than 52-week Salary Service Personnel Less than 52-week HS Building Administrator	}	July 4	Aug 31 Sept 3	Nov 21 – 23	Dec 24 - Jan 4	Feb 15, 18	March 25 – 29 April 19	May 27
Secretaries Less than 52-week	}	July 4	Aug 31 Sept 3	Nov 21 – 23	Dec 24 - Jan 4	Feb 15, 18	March 25 – 29 April 19	May 27
Building Administrators Less than 52-week Teacher Paraprofessional Food Service Noon Hour Supervisors Hourly Service Personnel Less than 52-week	}		Aug 31 Sept 3	Nov 21 – 23	Dec 24 - Jan 4	Feb 15, 18	March 25 – 29 April 19	May 27