



Memo

To: All Administrators

From: Patricia Wachtel, Human Resource Manager *pw*

Date: June 15, 2017 Revised

RE: 2017/18 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	}	July 4	Sept 4	Nov 23 – 24	Dec 25, 26, Jan 1,2		March 30, April 2	May 28
Service Personnel 52-week								
Secretaries 52-week								
Custodians								
Central Office Administrator Less than 52-week	}	July 4	Sept 1 Sept 4	Nov 22 – 24	Dec 25 - Jan 5	Feb 16, 19	March 30 – April 6	May 28
Building Administrator								
Secretaries Less than 52-week	}	July 4	Sept 1 Sept 4	Nov 22 – 24	Dec 25 – Jan 5	Feb 16, 19	Mar 30 – April 6	May 28
Teacher Paraprofessional Food Service Noon Hour Supervisors Service Personnel Less than 52-week	}		Sept 1 Sept 4	Nov 22 – 24	Dec 25 – Jan 5	Feb 16, 19	Mar 30 – April 6	May 28