



TO: Leadership Team
FROM: James Hester, Executive Director of Human Resources
DATE: July 1, 2019
SUBJECT: 260 Administrator Work Calendar, 2019-20

The following are paid holidays for all 260 day administrators:

| <u>Holiday:</u> | <u>Observed:</u> |
|----------------------------|------------------------------|
| Independence Day | Thursday, July 4, 2019 |
| Labor Day | Monday, September 2, 2019 |
| Veteran's Day | Monday, November 11, 2019 |
| Thanksgiving Day | Thursday, November 28, 2019 |
| Day After Thanksgiving Day | Friday, November 29, 2019 |
| Christmas Eve | Tuesday, December 24, 2019 |
| Christmas Day | Wednesday, December 25, 2019 |
| New Year's Day | Wednesday, January 1, 2020 |
| Martin Luther King Jr. Day | Monday, January 20, 2020 |
| President's Day | Monday, February 17, 2020 |
| Friday of Spring Vacation | Friday, April 10, 2020 |
| Memorial Day | Monday, May 25, 2020 |

Friday, July 5, 2019 is a non-work day for all Administrators.