



Human Resources
18360 Caldart Ave NE
Poulsbo, WA 98370
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MEMORANDUM

Date: November 2022

To: All 12-Month Employees

From: Rachel Davenport, Executive Director of Human Resources

Subject: Winter Break Schedule & 261-Day Clarification for 260-Day Employees

Winter Break Schedule:

All 12-month employees (PSE of NK, SEIU, NEA-WEA, NKCASA & Non-bargained) are entitled to have Christmas Day, the “work day before or after” Christmas Day, New Year’s Day, and the “work day before or after” New Year’s Day off as paid holidays.

During Winter Break:

Friday December 23, 2022, will be a holiday (Christmas Eve, observed)
Monday December 26, 2022, will be a holiday (Christmas Day, observed)

Friday December 30, 2022, will be a holiday (New Year’s Eve, observed)
Monday January 2, 2023, will be a holiday (New Year’s Day, observed)

This year the district’s Winter Break schedule is Monday December 19, 2022, through Monday January 2, 2023. School will resume on Tuesday, January 3, 2023.

261 Day Clarification for 260 Day Employees:

The 2022-23 school year has 261 possible work days. Because the work year is based on a 260 work day schedule, the district requests that all 12-month employees take the “261st” day off without pay. This day can be taken at any time during the school year as long as it is mutually agreed to by you and your supervisor.

Your 261st day off without pay needs to be entered into [Absence & Substitute](#); Use “261NOS” as the reason when requesting this type of leave. Additional information about Absence & Substitute (ReadySub) is available [here](#). Please contact Liz Campbell at ecampbell@nkschools.org if you have any questions about how to request leave.

All in for All Students