

MEMORANDUM



TO: All ISD Administrators

FROM: Donna Hood, Assistant Superintendent of Human Resources

SUBJECT: STAFF WORK SCHEDULES ON THE DAY PRIOR TO BREAK

DATE: October 12, 2023

Annually the question arises, “When can we leave early for break?” along with the cartoons showing staff racing the students through the doorways to begin their time away from school and work. According to the *Collective Bargaining Agreements* and practice within the ISD, below are the schedules:

- **Certificated staff** have the option of leaving after the students are safely on departed buses and the walkers are gone for an early start on the breaks (Article 3, Section 1.7) on:
 - First Winter Break (Friday, December 15)
 - Second Winter Break (Friday, February 16)
 - the day before Spring Break (Friday, April 5)
- In addition, and in accordance with Article 3, Section 3.5 **Elementary Certificated Staff Early Release:** as compensatory time, all staff can leave after the students are safely on departed buses and the walkers are gone on:
 - the Wednesday before the First Winter Break (Wednesday, December 13) and
 - the Wednesday before Spring Break (Wednesday, April 3)
- **Classified/Unrepresented Staff**, whose regular work schedules continue after the students depart from school may leave up to one (1) hour early on:
 - First Winter Break (Friday, December 15)
 - Second Winter Break (Friday, February 16)
 - the day before Spring Break (Friday, April 5)

However, it is the building’s/ department’s responsibility to **provide coverage for any key positions that must be staffed for normal work hours.**

- **Administration Building Schedule:**
 - September 4, 2023 closed – Labor Day
 - November 10, 2023 closed – Veteran’s Day Observance
 - November 23 & 24, 2023 closed – Thanksgiving
 - December 19-31, 2023 closed to visitors, open for work per calendars
 - January 1, 2024 closed – New Year’s Day
 - January 15, 2024 closed – Martin Luther King Jr. Day
 - February 19, 2024 closed – President’s Day
 - April 12, 2024 closed to visitors, open for work per calendars
 - May 27, 2024 closed – Memorial Day
 - June 19, 2024 closed – Juneteenth
 - July 4, 2024 closed – Independence Day