

TO: All Staff
FROM: Jim Parker, Director of Human Resources
RE: Holiday Work Schedule
Date: September 6, 2017

Please be advised that the work schedule for District #9 personnel during the upcoming holidays will be as follows:

ADMINISTRATORS

12 Month

DO NOT ATTEND

Thanksgiving - November 23 and 24, 2017
Christmas - December 25, 26, and 27, 2017
January 1, 2018
Spring – March 29 – 30 and April 2, 2018

10 Month

Thanksgiving - November 22, 23, and 24, 2017
Christmas - December 22, 2017 thru January 1, 2018
Spring – March 26 thru April 2, 2018

CERTIFIED STAFF

Thanksgiving - November 22, 23, and 24, 2017
Christmas - December 22, 2017 thru January 1, 2018
Spring – March 26 thru April 2, 2018

TEACHER AIDES/INTERPRETERS AND MONITORS

Thanksgiving - November 22, 23, and 24, 2017
Christmas - December 22, 2017 thru January 1, 2018
Spring – March 26 thru April 2, 2018

SECRETARIES

12 Month

Thanksgiving - November 23 and 24, 2017
Christmas - December 25, 26, and 27, 2017
January 1, 2018
Spring – March 29 – 30 and April 2, 2018

10 Month

Thanksgiving - November 22, 23, and 24, 2017
Christmas - December 22, 2017 thru January 1, 2018
Spring – March 26 thru April 2, 2018

CAFETERIA WORKERS

Thanksgiving - November 22, 23, and 24, 2017
Christmas - December 22, 2017 thru January 1, 2018
Spring – March 26 thru April 2, 2018

CUSTODIANS, MAINTENANCE AND CRAFTS

Thanksgiving - November 23 and 24, 2017
Christmas - December 25, 26, and 27, 2017
January 1, 2018
Spring – March 29 – 30 and April 2, 2018

TECHNOLOGY STAFF

Thanksgiving - November 23 and 24, 2017
Christmas - December 25, 26, and 27, 2017
January 1, 2018
Spring – March 29 – 30 and April 2, 2018

All staff members report back to work January 2, 2018.

December 26, 2017 – In lieu of Christmas Eve
December 27, 2017 – In lieu of New Year's Eve
March 29, 2018 – Maundy Thursday
March 30, 2018 – Good Friday
April 2, 2018 – Monday after Easter