

MEMORANDUM

TO: ALL DISTRICT EMPLOYEES

FROM: OLGA MENDEZ, DIRECTOR
HUMAN RESOURCES

DATE: FEBRUARY 26, 2024

SUBJECT: SUMMER 2024 & WORK CALENDARS FOR 2024-2025

The following information relates to Campus and Central Office Administration office staff.

Summer 2024

- In observance of Memorial Day (May 27, 2024), staff will work 8-hour days Tuesday through Friday, May 28 – May 31, 2024. Staff will work 10-hour days Monday through Thursday June 3 –14, 2024 and 8-hour days Monday through Thursday the week of June 17 –20, 2024.

Note: For staff that end their calendar during the week (not Friday) their workday is an 8-hour day.

- Administration offices will be closed for summer vacation June 21 - July 9, 2024.

2024-2025 School Year

- Staff will return Wednesday, July 10, 2024. Staff will work 10-hour days Monday through Thursday, July 15 – 26, 2024.

Note: During the 10-hour work weeks, staff who are not scheduled to return on a Monday will work 8-hour days and Friday has been designated as a Non-Workday on their calendar.

Ex: Calendar 203 - Start Day is Wednesday, July 24, 2024 with Friday being a Non-Workday.

- All Staff will resume 8-hour days on Monday, July 29, 2024.

Note:

- If your department requires deviation from the 10-hour schedule, please contact your Assistant/Associate Superintendent for approval.

Available on the HR Webpage are the following:

- 2024 Summer Memo
- 2024-25 Work Calendars Summary
- 2024-25 Primary Work Calendars