



To: Central Office Staff, School Based Administrators & Secretaries
From: Dr. Zac Brown, Chief Talent Officer
Date: January 29, 2024

Subject: 2024-2025 Holiday Schedule & 2024 Summer Workweeks

The following holidays will be observed for the 2024-2025 School Year:

Independence Day	Thursday, July 4, 2024
Labor Day	Monday, September 2, 2024
Thanksgiving	Thursday, November 28, 2024 Friday, November 29, 2024
Christmas	Tuesday, December 24, 2024 Wednesday, December 25, 2024
New Year's	Tuesday, December 31, 2024 Wednesday, January 1, 2025
M.L. King Jr. Day	Monday, January 20, 2025
Spring Holiday	Friday, April 18, 2025
Memorial Day	Monday, May 26, 2025
Juneteenth	Thursday, June 19, 2025

WORKWEEKS FOR SUMMER 2024:

Beginning June 3, 2024, through July 26, 2024, the **CENTRAL OFFICE will be OPEN and staffed Monday through Friday**. Off-site and individual school locations, with the exception of approved summer childcare sites and Reach schools, may observe a four-day workweek schedule (37.5-hour week = 9.375 hrs. per day; 40- hour week = 10 hrs. per day).

Individual department heads may allow Central Office employees to flex schedules accordingly if proper coverage is provided Monday through Friday.

EXCEPTIONS to Flex Weeks:

- Monday, May 27, 2024, is a holiday paid at regular hours (either 7.5 or 8); therefore, employees will work their remaining hours (either 30 or 32) throughout the week.
- Thursday, July 4, 2024, is an Independence Day-observed holiday paid at regular hours (either 7.5 or 8); therefore, employees will work their remaining hours (either 30 or 32) throughout the week.

