



MEMO

To: Central Office Staff, School Based Administrators & Secretaries
 From: Dr. Zac Brown, Chief Talent Officer
 Date: July 24, 2023
 Subject: **2023-2024 Holiday Schedule & 2023 Summer Workweeks**

Please see the update to include the Board’s approval of Juneteenth. Thus, the following holidays will be observed for the 2023-2024 School Year:

Independence Day	Tuesday, July 4, 2023
Labor Day	Monday, September 4, 2023
Thanksgiving	Thursday, November 23, 2023 Friday, November 24, 2023
Christmas	Monday, December 25, 2023 Tuesday, December 26, 2023
New Year’s	Monday, January 1, 2024 Tuesday, January 2, 2024
M.L. King Jr. Day	Monday, January 15, 2024
Spring Holiday	Friday, March 29, 2024
Memorial Day	Monday, May 27, 2024
Juneteenth	Wednesday, June 19, 2024

WORKWEEKS FOR SUMMER 2023:

Beginning June 5, 2023, through July 28, 2023, 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 29, 2023, 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.
- Tuesday, July 4, 2023, 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.

SPECIAL SUMMER NOTES:

- Reach **MUST** work Monday through Friday (unless otherwise approved by the Superintendent).



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- Non-Reach schools will work Monday through Thursday.
- The Teacher Place at W. 40th Street will be open Monday-Friday for staff development purposes.