


Hamilton County Department of Education
3074 Hickory Valley Rd.
Chattanooga, TN 37421
(423) 209-8400 www.hcde.org

MEMORANDUM

TO: Central Office Employees and School-Based Administrators

FROM: Jim Scales, Ph.D. 
Superintendent

DATE: January 4, 2011

SUBJECT: 2011-12 HOLIDAY SCHEDULE

The following holidays will be observed for the 2011-12 school year:

Independence Day Monday July 4, 2011

Labor Day Monday September 5, 2011

Thanksgiving..... Thursday and Friday November 24-25, 2011

Christmas Friday December 23, 2011
Monday December 26, 2011

New Year's Day..... Friday December 30, 2011
Monday January 2, 2012

M. L. King Day Monday January 16, 2012

Spring Holiday Friday April 6, 2012

Memorial Day Monday May 28, 2012

FOUR-DAY WORK WEEK FOR SUMMER 2011:

Beginning June 6, 2011 through July 29, 2011** the ENTIRE DISTRICT—excluding approved summer child care sites—will observe a four-day work week schedule (37.5 hour week = 9.375 hrs. per day; 40 hour week = 10 hrs. per day). ALL OFFICES AND SCHOOLS WILL CLOSE ON FRIDAYS---THIS IS NOT OPTIONAL.

**EXCEPTION: Monday, July 4, will be observed as a holiday; therefore, employees will work their remaining hours (either 30 or 32) over the next 3 days in order to be off on Friday, July 8.

SPECIAL NOTES:

- Summer camps **MUST** work Monday through Thursday unless approved by the Superintendent.
- The Teacher Place at W. 40th Street will be open Monday-Friday for staff development purposes.