



MEMO

To: Central Office Staff, School Based Administrators & Secretaries

From: Penny Murray, Chief Talent Officer

Date: April 21, 2022

Subject: 2022-23 Holiday Schedule & 2022 Summer Workweeks

The following holidays will be observed for the 2022-23 school year:

Independence Day.....	Monday	July 4, 2022
Labor Day.....	Monday	September 5, 2022
Thanksgiving.....	Thursday	November 24, 2022
	Friday	November 25, 2022
Christmas.....	Thursday.....	December 22, 2022
	Friday.....	December 23, 2022
New Year's.....	Thursday.....	December 29, 2022
	Friday.....	December 30, 2022
M. L. King Day.....	Monday.....	January 16, 2023
Spring Holiday	Friday	April 7, 2023
Memorial Day.....	Monday.....	May 29, 2023

WORKWEEKS FOR SUMMER 2022:

Beginning May 31, 2022, through July 29, 2022, 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 = 10hrs. per day).

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

EXCEPTIONS to Flex Weeks:

- Monday, May 30, 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.
- Monday, July 4, 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).
- Non-Reach schools work Monday through Thursday.
- The Teacher Place at W. 40th Street will be open Monday-Friday for staff development purposes.