## **Department of Human Resources**

395 South Pratt Parkway, Longmont, Colorado 80501 303-682-7367

To: SVVSD Administrators & Supervisors

From: Ella Padilla, Assistant Superintendent of Human Resources

**Date: March 1, 2018** 

Re: 2018-2019 Work Calendars – Holidays & Non-work Days

The 2018-2019 approved work calendars are available on the SVVSD website for use in planning for the upcoming school year. On the website select "Employees" > "Human Resources", then from the menu on the right select "Work Calendars". Please review the appropriate calendar(s) and share with staff members in your building or department accordingly.

Listed below are the 2018-2019 contract year scheduled holidays and other non-work days for 12-month (248 Day) employees.

July 4, 2018 Independence Day

September 3, 2018 Labor Day

November 22 & 23, 2018 Thanksgiving Break

December 24 & 25, 2018 Christmas Eve & Christmas Day

December 31, 2018 New Year's Eve January 1, 2019 New Year's Day

January 21, 2019 Martin Luther King, Jr. Day

February 18, 2019 President's Day March 28 & 29, 2019 Spring Break May 27, 2019 Memorial Day

Generally, all district administrative offices and departments will close on the following days during the winter break – December 24 through January 4<sup>th</sup>. Twelve month employees (248 Day) who take December 26-28 and 31 and January 2-4 off must use appropriate leave for these seven (7) days as approved by their immediate supervisor. Individual administrators and supervisors should submit modified schedule requests to the Assistant Superintendent of Human Resources by December 3, 2018 for review and approval. Final approval will be determined by December 7, 2018. Please contact me should you have questions or need additional information.