

Department of Human Resources
 Sheila Dorsey-Smith, Assistant Superintendent

TO: All Employees
FROM: Sheila Dorsey-Smith
DATE: August 30, 2017
RE: Dates NOT Available for Personal Business Leave

Below are the dates NOT available for personal business leave for the 2017-2018 school year:

<i>DATES <u>NOT</u> AVAILABLE FOR PERSONAL BUSINESS LEAVE 2017-2018 SCHOOL YEAR</i>		
Monday	August 28, 2017	After Summer Break
Thursday	August 31, 2017	Before Labor Day Break
Tuesday	September 5, 2017	After Labor Day Break
Tuesday	November 21, 2017	Before Thanksgiving Break
Monday	November 27, 2017	After Thanksgiving Break
Friday	December 22, 2017	Before Winter Break
Monday	January 8, 2018	After Winter Break
Thursday	February 22, 2018	Before Mid-Winter Break
Monday	February 26, 2018	After Mid-Winter Break
Friday	March 30, 2018	Before Spring Break
Monday	April 9, 2018	After Spring Break
Friday	May 25, 2018	Before Memorial Day Break
Tuesday	May 29, 2018	After Memorial Day Break
Friday	June 15, 2018	Before Summer Break