



Every child, every opportunity, every time!

KALAMAZOO PUBLIC SCHOOLS  
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Department of Human Resources  
Sheila Dorsey-Smith, Assistant Superintendent

**TO: All Employees**  
**FROM: Sheila Dorsey-Smith**  
**DATE: July 16, 2018**  
**RE: Dates NOT Available for Personal Business Leave**

Below are the dates NOT available for personal business leave for the 2018-2019 school year:

<b>DATES NOT AVAILABLE FOR PERSONAL BUSINESS LEAVE 2018-2019 SCHOOL YEAR</b>		
Monday	August 27, 2018	After Summer Break
Thursday	August 30, 2018	Before Labor Day Break
Tuesday	September 4, 2018	After Labor Day Break
Tuesday	November 20, 2018	Before Thanksgiving Break
Monday	November 26 2018	After Thanksgiving Break
Friday	December 21, 2018	Before Winter Break
Monday	January 7, 2019	After Winter Break
Thursday	February 21, 2019	Before Mid-Winter Break
Monday	February 25, 2019	After Mid-Winter Break
Friday	March 29, 2019	Before Spring Break
Monday	April 8, 2019	After Spring Break
Friday	May 24, 2019	Before Memorial Day Break
Tuesday	May 28, 2019	After Memorial Day Break
Friday	June 14, 2019	Before Summer Break