



KALAMAZOO PUBLIC SCHOOLS  
 1220 Howard Street  
 Kalamazoo, MI 49008  
 (269) 337-0177 Fax (269) 337-0185

Department of Human Resources  
 Sheila Dorsey-Smith  
 Assistant Superintendent

**TO: All Employees**

**FROM: Sheila Dorsey-Smith, Assistant Superintendent of Human Resources**

**DATE: August 6, 2019**

**RE: Dates NOT Available for Personal Business Leave**

Below are the dates NOT available for personal business leave for the 2019-2020 school

<b>DATES <u>NOT</u> AVAILABLE FOR PERSONAL BUSINESS LEAVE 2019-2020 SCHOOL YEAR</b>		
Friday	August 23, 2019	After Summer Break
Thursday	August 29, 2019	Before Labor Day Break
Tuesday	September 3, 2019	After Labor Day Break
Tuesday	November 26, 2019	Before Thanksgiving Break
Monday	December 2, 2019	After Thanksgiving Break
Friday	December 20, 2019	Before Winter Break
Monday	January 6, 2020	After Winter Break
Thursday	April 2, 2020	Before Spring Break
Monday	April 13, 2020	After Spring Break
Friday	May 22, 2020	Before Memorial Day Break
Tuesday	May 26, 2020	After Memorial Day Break
Monday	June 15, 2020	Before Summer Break