



NAPERVILLE COMMUNITY UNIT SCHOOL DISTRICT 203

PLEASE POST

TO: All Staff

FROM: Carol M. Hetman *Carol M. Hetman*
Chief Human Resources Officer

RE: Winter Vacation Hours

DATE: November 2012

As in the past, all fifty-two (52) week employees, (with the exception of NUMA members) will be working thirty (30) minutes less per day from December 26, 2012, through January 4, 2013. The Administrative Center and schools are scheduled to be open from 7:30 a.m. to 3:30 p.m., as 12 month employees' work during this period.

The buildings will be closed as follows:

December 24, 2012	Closed (½ day granted and ½ day for Veteran's Day)
December 25, 2012	Closed (in observance of the Christmas holiday)
December 26, 2012	Open
December 27, 2012	Open
December 28, 2012	Open
December 31, 2012	Closed (½ day granted and ½ day for Veteran's Day)
January 1, 2013	Closed (in observance of the New Year's Day holiday)
January 2, 2013	Open
January 3, 2013	Open
January 4, 2013	Open

In addition, all 52 week employees will be granted a floating holiday in lieu of Casimir Pulaski Day. This floating holiday must be approved by your supervisor who will report the information to Becky Dill in Human Resources. She will do all sub finder input. This day must be used by June 30, 2013. It cannot be carried over.

Best wishes to all for a happy holiday season. It will be here before we know it!
CMH:jk