

Memorandum

To: All 52 Week NUMA

From: Carol M. Hetman, Chief Human Resources Officer *Carol M. Hetman*

Re: 2018/19 Holiday Schedule for 52 Week Employees and Work Hours

Date: March 22, 2018

Please see the list below for the dates of the paid Holidays for the 2018/19 school year.

Independence Day:	Wednesday, July 4, 2018
Labor Day:	Monday, September 3, 2018
Thanksgiving Day:	Thursday, November 22, 2018
Day after Thanksgiving:	Friday, November 23, 2018
Christmas Eve Day:	Monday, December 24, 2018 (½ day granted & ½ day for Veteran's Day)
Christmas Day:	Tuesday, December 25, 2018
New Year's Eve Day:	Monday, December 31, 2018 (½ day granted & ½ day for Veteran's Day)
New Year's Day:	Tuesday, January 1, 2019
Martin Luther King, Jr:	Monday, January 21, 2019
Presidents' Day:	Monday, February 18, 2019
Spring Holiday:	Friday, April 19, 2019
Memorial Day:	Monday, May 27, 2019

All fifty-two (52) week NUMA employees, will be granted 1 floating holiday. The floating holiday should be recorded by your Time Card Editor in Kronos as pay code "floating holiday." This day must be used by June 30, 2019. It cannot be carried over.

During Summer Break (May 29 – August 10, 2018), Winter Break (December 24, 2018 to January 7, 2019) and Spring Break (March 25 to March 29, 2019), 3rd, 2nd and Swing shift hours may be adjusted. Wednesday, November 21, 2018 will be a work day for NUMA and this memo will supersede the district calendar.