



ROWLAND UNIFIED SCHOOL DISTRICT

Human Resources Division

MEMORANDUM

DATE: October 3, 2018
TO: District Office Employees
FROM: Dennis Bixler
 Assistant Superintendent
RE: **Winter Holiday Break**

This year the students will be out of school for Thanksgiving Break from November 19, 2018 through November 23, 2018, and winter break from December 24, 2018 through January 11, 2019. As in years past, Cabinet met to determine when the District Office would be open for business during the Thanksgiving and winter breaks. It has been determined that the District Office will be open or closed on the following dates:

- 11/19/18 through 11/20/18 (Open)
- 11/21/18 through 11/23/18 (Closed)
- 12/24/18 through 1/1/19 (Closed)
- 1/2/19 through 1/11/19 (Open)

Employees have options for the days the District Office will be closed (i.e., using vacation days or electing to take unpaid leave). Please work with your supervisor to determine how these days will be recorded.

Thank you.

DB:rg

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
D.O. 11/19 Open	D.O. 11/20 Open	D.O. 11/21 Closed	D.O. 11/22 Holiday	D.O. 11/23 Closed
D.O. 12/24 Holiday	D.O. 12/25 Holiday	D.O. 12/26 Closed	D.O. 12/27 Closed	D.O. 12/28 Closed
D.O. 12/31 Holiday	D.O. 1/1 Holiday	D.O. 1/2 Open	D.O. 1/3 Open	D.O. 1/4 Open
D.O. 1/7 Open	D.O. 1/8 Open	D.O. 1/9 Open	D.O. 1/10 Open	D.O. 1/11 Open