

PLEASE POST

GLENDALE UNIFIED SCHOOL DISTRICT
Glendale, California
April, 2018

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GUSD BULLETIN

TO: Management & Confidential Employees; Classified Employees

FROM: Dr. Cynthia M. Foley, Assistant Superintendent, Human Resources

SUBJECT: **HOLIDAYS AND REQUIRED VACATION DAYS FOR THE 2018-2019 SCHOOL YEAR**

The following paid holidays and required vacation days will be observed for eligible employees for the 2018-2019 school year:

Wednesday	-	July	4	-	Independence Day
Monday	-	September	3	-	Labor Day
Monday	-	November	12	-	Veterans Day
Thursday	-	November	22	-	Thanksgiving Day
Friday	-	November	23	-	The day after Thanksgiving
Monday	-	December	24	-	The day before Christmas Day holiday
Tuesday	-	December	25	-	Christmas Day holiday
Wednesday	-	December	26	-	Admission Day alternate holiday
Thursday	-	December	27	-	(required vacation day)
Friday	-	December	28	-	(required vacation day)
Monday	-	December	31	-	The day before New Year's Day holiday
Tuesday	-	January	1	-	New Year's Day holiday
Monday	-	January	21	-	Dr. Martin Luther King, Jr. Day
Monday	-	February	11	-	Lincoln Day
Monday	-	February	18	-	Washington Day
Monday	-	May	27	-	Memorial Day

School District facilities will be closed for the period of **Monday, December 24, 2018 through Tuesday, January 1, 2019.**

Eleven and twelve month employees will be required to take Thursday, December 27 and Friday, December 28, 2018 as vacation days. However, personal necessity (PN) or personal non-paid time may be used if requested on an individual basis.

Please note that those 9.25 and 10 month employees on duty Friday, September 7, 2018 (or earlier), as well as 11 and 12 month employees, will receive the Admission Day alternate holiday, Wednesday, December 26, as a paid holiday.