

PLEASE POST

**GLENDALE UNIFIED SCHOOL DISTRICT**  
Glendale, California  
**April, 2019**

PLEASE POST

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 2019-2020 SCHOOL YEAR**

The following paid holidays and required vacation days will be observed for eligible employees for the 2019-2020 school year:

Thursday	-	July	4	-	Independence Day
Monday	-	September	2	-	Labor Day
Monday	-	November	11	-	Veterans Day
Thursday	-	November	28	-	Thanksgiving Day
Friday	-	November	29	-	The day after Thanksgiving
Tuesday	-	December	24	-	The day before Christmas Day holiday
Wednesday	-	December	25	-	Christmas Day holiday
Thursday	-	December	26	-	Admission Day alternate holiday
Friday	-	December	27	-	(Required vacation day)
Monday	-	December	30	-	(Required vacation day)
Tuesday	-	December	31	-	The day before New Year's Day holiday
Wednesday	-	January	1	-	New Year's Day holiday
Monday	-	January	20	-	Dr. Martin Luther King, Jr. Day
Monday	-	February	10	-	Lincoln Day
Monday	-	February	17	-	Washington Day
Monday	-	May	25	-	Memorial Day

School District facilities will be closed for the period of **Tuesday, December 24, 2019 through Wednesday, January 1, 2020.**

Eleven and twelve month employees will be required to take Friday, December 27 and Monday, December 30, 2019 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 Monday, September 9, 2019 (or earlier), as well as 11 and 12 month employees, will receive the Admission Day alternate holiday, Thursday, December 26, as a paid holiday.