



ST. VRAIN VALLEY SCHOOLS
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Department of Human Resources

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To: SVVSD Administrators & Supervisors

From: Ella Padilla, Assistant Superintendent of Human Resources

Date: March 9, 2017

Re: 2017-18 Work Calendars – Holidays & Non-work Days

The 2017-18 approved work calendars are available on the SVVSD website for use in planning for the upcoming school year. On the website select “Employees” > “Human Resources”, then from the menu on the left select “Employee Calendars”. Please review the appropriate calendar(s) and share with staff members in your building or department accordingly.

Listed below are the 2017-18 contract year scheduled holidays and other non-work days for 12-month (248 Day) employees.

July 4, 2017	Independence Day
September 4, 2017	Labor Day
November 23 & 24, 2017	Thanksgiving Break
December 25 & 26, 2017	Christmas Eve & Christmas Day
January 1, 2018	New Year’s Day
January 15, 2018	Martin Luther King, Jr. Day
February 19, 2018	President’s Day
March 29 & 30, 2018	Spring Break
May 28, 2018	Memorial Day

Generally, all district administrative offices and departments will close on the following days during the winter break – December 18th through December 29th. Twelve month employees (248 Day) who take December 18-22 and 27-29 off must use appropriate leave for these eight (8) days as approved by their immediate supervisor. Individual administrators and supervisors should submit modified schedule requests to the Assistant Superintendent of Human Resources by December 1, 2017 for review and approval. Final approval will be determined by December 8, 2017. Please contact me should you have questions or need additional information.