



ST. VRAIN VALLEY SCHOOLS
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Department of Human Resources

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To: SVVSD Administrators & Supervisors

From: Damon Brown, Assistant Superintendent of Human Resources

Date: March 1, 2019

Re: 2019-2020 Work Calendars – Holidays & Non-work Days

The 2019-2020 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 right select “Work Calendars”. Please review the appropriate calendar(s) and share with staff members in your building or department accordingly.

Listed below are the 2019-2020 contract year scheduled holidays and other non-work days for 12-month (248 Day) employees.

July 4, 2019	Independence Day
September 2, 2019	Labor Day
November 28 & 29, 2019	Thanksgiving Break
December 24 & 25, 2019	Christmas Eve & Christmas Day
December 31, 2019	New Year’s Eve
January 1, 2020	New Year’s Day
January 20, 2020	Martin Luther King, Jr. Day
February 17, 2020	President’s Day
March 26 & 27, 2020	Spring Break
May 25, 2020	Memorial Day

Generally, all district administrative offices and departments will close on the following days during the winter break – December 24th through January 3rd. Twelve month employees (248 Day) who take December 26-27 and 30th and January 2-3 off must use appropriate leave for these five (5) 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 2, 2019 for review and approval. Final approval will be determined by December 6, 2019. Please contact me should you have questions or need additional information.