

Memo



To: Twelve Month Staff
From: Dr. Karla Guseman, Superintendent
Date: June 16, 2026
Re: Winter Holidays and Spring Break Vacation Periods

Winter Holiday Schedule:

School will not be in session from Monday, December 21, 2026, through Friday, January 1, 2027, due to the winter holiday schedule. The office schedule will be as follows:

<u>Offices Open</u>	<u>Offices Closed</u>
December 21, 2026	December 23, 2026
December 22, 2026	December 24, 2026
December 28, 2026	December 25, 2026
December 29, 2026	December 31, 2026
December 30, 2026	January 1, 2027

All twelve month employees will work the days as identified unless specifically excused for approved vacation or days off without pay. Days that the offices are closed may not be substituted as work days.

Spring Break Schedule:

School will not be in session from Monday, March 29, 2027, through Friday, April 2, 2027, a total of five (5) working days. The office schedule will be as follows:

<u>Offices Open</u>	<u>Offices Closed</u>
March 29, 2027	March 26, 2027 (Spring Holiday)
March 30, 2027	April 1, 2027
March 31, 2027	April 2, 2027

The same provision regarding winter holidays work and vacation pay apply to spring break schedule. Regular working hours will be in effect during both schedules.

KJG:tr
cc: Payroll; Personnel

Memo



To: Ten Month Clerical Staff
From: Dr. Karla Guseman, Superintendent
Date: June 16, 2026
Re: Winter Holidays and Spring Break Vacation Periods

Winter Holiday Schedule:

School will not be in session from Monday, December 21, 2026, through Friday, January 1, 2027, to the winter holiday schedule. Ten month clerical staff will report back to work January 4, 2027.

Spring Break Schedule:

School will not be in session from Monday, March 29, 2027, through Friday, April 2, 2027, a total of five (5) working days. School will re-open Monday, April 5, 2027.

School will not be in session Friday, March 26, 2027 for Spring Holiday.

KJG:tr
cc: Payroll; Personnel

Memo



To: Ten Month Para-Professional Staff
All Cafeteria Staff

From: Dr. Karla Guseman, Superintendent

Date: June 16, 2026

Re: Winter Holidays and Spring Break Vacation Periods

Winter Holiday Schedule:

School will not be in session from Monday, December 21, 2026, through Friday, January 1, 2027, due to the winter holiday schedule. School will re-open on Wednesday, January 6, 2027. Ten-month Para-Professional Security will report back to work on Wednesday, January 6, 2027. Cafeteria staff will report back to work on Wednesday, January 6, 2027. Ten-month Para-Professional Instructional will report back to work on Monday, January 4, 2027.

Spring Break Schedule:

School will not be in session from Monday, March 29, 2027, through Friday, April 2, 2027. You are not scheduled to work during this period. Ten month employees will return to work on Monday, April 5, 2027.

School will not be in session Friday, March 26, 2027, for Spring Holiday.

KJG:tr
cc: Payroll; Personnel

Memo



To: Twelve Month Transportation Staff
Twelve Month Maintenance and Custodial Staff

From: Dr. Karla Guseman, Superintendent

Date: June 16, 2026

Re: Winter Holidays and Spring Break Vacation Periods

Winter Holiday Schedule:

School will not be in session from Monday, December 21, 2026, through Friday, January 1, 2027, due to the winter holiday schedule. Your schedule will be as follows:

<u>Building/Shops Open</u>	<u>Buildings/Shops Closed</u>
December 21, 2026	December 24, 2026
December 22, 2026	December 25, 2026
December 23, 2026	December 31, 2026
December 28, 2026	January 1, 2027
December 29, 2026	
December 30, 2026	

Spring Break Schedule:

School will not be in session from Monday, March 29, 2027, through Friday, April 2, 2027. You are scheduled to work during this time. Per your contractual agreement, the buildings and shops will be closed on March 26, 2027 (Spring Holiday).

NOTE: Twelve month employees will work the days identified unless specifically excused for approved vacation or days off without pay. Regular working hours will be in effect during both vacation periods.

KJG:tr
cc: Payroll; Personnel