

MEMORANDUM



TO: All ISD Administrators

FROM: Donna Hood, Assistant Superintendent of Human Resources

SUBJECT: STAFF WORK SCHEDULES ON THE DAY PRIOR TO BREAK

DATE: November 8, 2021

Annually the question arises, "When can we leave early for break?" along with the cartoons showing staff racing the students through the doorways to begin their time away from school and work. According to the *Collective Bargaining Agreements* and practice within the ISD, below are the schedules:

- **Certificated staff** have the option of leaving after the students are safely on departed buses and the walkers are gone for an early start on the breaks (Article 3, Section 1.7) on:
 - the day before Thanksgiving (Wednesday, November 24),
 - First Winter Break (Friday, December 17),
 - Second Winter Break (Friday, February 18), and
 - the day before Spring Break (Friday, April 8).
 - In addition and in accordance with Article 3, Section 3.5 **Elementary Certificated Staff Early Release:** as compensatory time, all staff can leave after the students are safely on departed buses and the walkers are gone on:
 - the Wednesday before the First Winter Break (Wednesday, December 15) and
 - the Wednesday before Spring Break (Wednesday, April 6)
 - **Classified School Staff**, whose regular work schedules continue after the students depart from school may leave up to one (1) hour early on:
 - the day before Thanksgiving (Wednesday, November 24),
 - First Winter Break (Friday, December 17),
 - Second Winter Break (Friday, February 18), and
 - the day before Spring Break (Friday, April 8).
- However, it is the buildings/ departments responsibility to provide coverage for any key positions that must be staffed for normal work hours.
- **Unrepresented Staff in school buildings:** Please follow the Classified School Staff option.
 - **Staff based in the Administrative Building, May Valley Service Center, and Transportation** are to speak with their supervisor, follow their CBA, calendar, and/or use appropriate authorized leave.
 - **Administration Building Schedule:**

• September 6, 2021, Monday	closed
• November 11, 2021, Thursday	closed
• November 25 and 26, 2021, Thursday & Friday	closed
• December 23-24, 2021, Thursday & Friday	closed for the holiday and non-work days
• December 20-31, 2021, Monday-Friday	closed to visitors, open for work per calendars
• January 17, 2022, Monday	closed
• February 21, 2022, Monday	closed
• April 15, 2022, Friday	closed
• May 30, 2022, Monday	closed
• July 4, 2022, Monday	closed