

MEMORANDUM

TO: Employees Working a **184 Day Year**
(Secondary Teachers, Counselors*, Graduation Coaches*)

FROM: Gary S. Mathews

RE: 2011-2012 Work Year

DATE: April 21, 2011

Your work year will begin August 1, 2011 with the last workday being May 25, 2012. Your holidays are as follows:

Monday	September 5	Labor Day
Wednesday-Friday	October 19-21	Fall Break
Monday-Friday	November 21-25	Thanksgiving Break
Monday-Friday	December 19-23	Holiday Break
Monday-Friday	December 26-30	Holiday Break
Monday	January 2	Holiday Break
Monday	January 16	Martin Luther King, Jr.
Monday-Friday	February 20-24	Mid-Winter Break
Monday-Friday	April 2-6	Spring Break

If you have any questions relative to your work year, please contact your immediate supervisor.

Please know that I appreciate the work done by you in enhancing public education in Newton County.

***NOTE:** The start and end date for Counselors and Graduation Coaches will vary since your work year requires 10 additional work days to be designated by the Principal.