

## MEMORANDUM

TO: Employees Working a **224-Day Year**  
(**234-10 Vacation Days**)  
(12 month principals/secretaries, central office administrators/secretaries)

FROM: Gary S. Mathews

RE: 2011-2012 Work Year

DATE: April 21, 2011

Your work year will begin July 1, 2011, with the last workday being June 29, 2012. Your holidays are as follows:

Monday	July 4	Independence Day
Monday	September 5	Labor Day
Thursday-Friday	October 20-21	Fall Holiday
Wednesday-Friday	November 23-25	Thanksgiving
Monday-Friday	December 19-23	Holiday Break
Monday-Thursday	December 26-29	Holiday Break
Friday	December 30	Holiday in lieu of January 1
Monday	January 16	Martin Luther King, Jr.
Wednesday-Friday	February 22-24	Holiday Break
Monday-Friday	April 2-6	Spring Break
Monday	May 28	Memorial Day

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.