

MEMORANDUM

TO: Employees Working a **186-Day Year** **
(Cafeteria Workers)

FROM: Samantha M. Fuhrey, Superintendent

RE: 2018-2019 Work Year

DATE: May 1, 2018

For the 2018-2019 school year, your work days prior to the first day of school are as follows:

Thursday**	July 19	Training
Friday **	July 20	Training
Wednesday	July 25	Superintendent's Opening Session

You will work two additional days in the kitchen between July 26th and August 1st. The School Nutrition Manager will tell you which days you will be working during this time. **Your last work day is May 28, 2019.** Your holidays are as follows:

Monday	September 3	Labor Day
Monday-Friday	October 8-12	Fall Break
Tuesday	November 6	Teacher Work Day
Monday-Friday	November 19-23	Thanksgiving Break
Monday-Friday	December 24-January 4	Holiday Break
Monday	January 7	Teacher Work Day
Monday	January 21	Martin Luther King, Jr
Thursday-Friday	February 14-15	Mid-Winter Break
Monday-Tuesday	February 18-19	Mid-Winter Break
Monday-Friday	April 1-5	Spring Break

You do not work on the Teacher Work day on November 6, 2018 or January 7, 2019.

***NOTE: February 14-15; 18-19, 2019 are designated as make-up school days if inclement weather or other unforeseen events that lead to school closure occur. If inclement weather or other unforeseen events do not occur, those four days may serve as winter break days.**

****NOTE:** Your work year includes two days for training. Training days are considered mandatory workdays. 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.