

MEMORANDUM

TO: Employees Working a **197-Day Year** *
(Cafeteria Managers)

FROM: Samantha M. Fuhrey, Superintendent

RE: 2018-2019 Work Year

DATE: May 1, 2018

Your work year will begin July 18, 2018 with the last workday being May 29, 2019.
Your holidays are as follows:

Monday	September 3	Labor Day
Monday-Friday	October 8-12	Fall Break
Tuesday	November 6	Teacher Workday
Monday-Friday	November 19-23	Thanksgiving Break
Monday-Friday	December 24-January 4	Holiday Break
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
Monday	May 27	Memorial Day

You will not work on the Teacher Work day November 6, 2017. You will work the Teacher work day on 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.

Your work year also includes four (4) additional days for 24 hours for training and required freezer checks, pest control calls and any additional needs outside of the regular workday.

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.