

Happy
Holidays

October 30, 2024

TO: Office Staff -
Administrative Offices
COOR Educational Center
ROOC, Inc.
CATIC

FROM: Shawn Petri, Superintendent

SUBJECT: Holiday Schedule

The COOR Administrative Office will be closed from Tuesday, December 24, 2024 thru Wednesday, January 1, 2025. This is a total of seven (7) weekdays.

On Tuesday, December 24th, you may take a vacation day or work in the nice, quiet office.

Employees who have two flex days during the holidays, in addition to Christmas and New Year's Day, receive 4 days of holiday pay.

You then have the option of taking the remaining two (2) days (not counting Dec 24th) as vacation time or working in the office.

Please check with your supervisor to indicate your preference if you plan to work during break or regarding disposition of the days during the holiday break.

Make sure your timesheets through Jan 3rd are submitted in Red Rover before you leave for break.