

Memo



To: Twelve Month Staff
From: Dr. Karla Guseman, Superintendent
Date: June 17, 2025
Re: Winter Holidays and Spring Break Vacation Periods

Winter Holiday Schedule:

School will not be in session from Monday, December 22, 2025, through Friday, January 2, 2026, due to the winter holiday schedule. The office schedule will be as follows:

<u>Offices Open</u>	<u>Offices Closed</u>
December 22, 2025	December 24, 2025
December 23, 2025	December 25, 2025
December 29, 2025	December 26, 2025
December 30, 2025	December 31, 2025
January 2, 2026	January 1, 2026

All twelve month employees will work the days as identified unless specifically excused for approved vacation or days off without pay. Days that the offices are closed may not be substituted as work days.

Spring Break Schedule:

School will not be in session from Monday, March 23, 2026, through Friday, March 27, 2026, a total of five (5) working days. The office schedule will be as follows:

<u>Offices Open</u>	<u>Offices Closed</u>
March 23, 2026	March 26, 2026
March 24, 2026	March 27, 2026
March 25, 2026	April 3, 2026 (Spring Holiday)

The same provision regarding winter holidays work and vacation pay apply to spring break schedule. Regular working hours will be in effect during both schedules.

KJG:tr
cc: Payroll; Personnel

Memo



To: Ten Month Clerical Staff
From: Dr. Karla Guseman, Superintendent
Date: June 17, 2025
Re: Winter Holidays and Spring Break Vacation Periods

Winter Holiday Schedule:

School will not be in session from Monday, December 22, 2025, through Friday, January 2, 2026, to the winter holiday schedule. Ten month clerical staff will report back to work January 5, 2026.

Spring Break Schedule:

School will not be in session from Monday, March 23, 2026, through Friday, March 27, 2026, a total of five (5) working days. School will re-open Monday, March 30, 2026.

School will not be in session Friday, April 3, 2026 for Spring Holiday.

KJG:tr
cc: Payroll; Personnel

Memo



To: Ten Month Para-Professional Staff
All Cafeteria Staff

From: Dr. Karla Guseman, Superintendent

Date: June 17, 2025

Re: Winter Holidays and Spring Break Vacation Periods

Winter Holiday Schedule:

School will not be in session from Monday, December 22, 2025, through Friday, January 2, 2026, due to the winter holiday schedule. School will re-open on Wednesday, January 7, 2026. Ten-month Para-Professional Security will report back to work on Wednesday, January 7, 2026. Cafeteria staff will report back to work on Wednesday, January 7, 2026. Ten-month Para-Professional Instructional will report back to work on Monday, January 5, 2026.

Spring Break Schedule:

School will not be in session from Monday, March 22, 2026, through Friday, March 27, 2026. You are not scheduled to work during this period. Ten month employees will return to work on Monday, March 30, 2026.

School will not be in session Friday, April 3, 2026, for Spring Holiday.

KJG:tr
cc: Payroll; Personnel

To: Twelve Month Transportation Staff

Memo



Twelve Month Maintenance and Custodial Staff

From: Dr. Karla Guseman, Superintendent
Date: June 17, 2025
Re: Winter Holidays and Spring Break Vacation Periods

Winter Holiday Schedule:

School will not be in session from Monday, December 22, 2026, through Friday, January 2, 2026, due to the winter holiday schedule. Your schedule will be as follows:

<u>Building/Shops Open</u>	<u>Buildings/Shops Closed</u>
December 22, 2025	December 24, 2025
December 23, 2025	December 25, 2025
December 26, 2025	December 31, 2025
December 29, 2025	January 1, 2026
December 30, 2025	
January 2, 2026	

Spring Break Schedule:

School will not be in session from Monday, March 23, 2026, through Friday, March 27, 2026. You are scheduled to work during this time. Per your contractual agreement, the buildings and shops will be closed on April 3, 2026 (Spring Holiday).

NOTE: Twelve month employees will work the days identified unless specifically excused for approved vacation or days off without pay. Regular working hours will be in effect during both vacation periods.

KJG:tr
cc: Payroll; Personnel