



SUBJECT: **Thanksgiving Break 2017** **HR-1**

TO: All Schools and Offices

DATE: November 6, 2017

PREPARED BY: Kristina Reyes **DEPARTMENT:** Human Resource Services

REVIEWED BY: Cindy Nguyen **APPROVED:** Cancy McArn, Chief Human Resources Officer

This memorandum is to notify you that the District and each respective bargaining unit has completed negotiations for the School Attendance Calendar for the 2017-2018 school year, which determines the Employee Work Calendars.

School Attendance Calendars are negotiated on a year to year basis; however, the goal is to negotiate a multi-year School Attendance Calendar.

For the 2017-2018 school year, please log onto the website and view your Employee Work Calendars:

<http://www.scusd.edu/post/2017-2018-employee-work-calendars>

- Log in with your user name and password
- Click on your work calendar

For all 12-month Classified, Unrepresented Classified/Certificated/Confidential employees Monday, November 20th and Tuesday, November 21st are required workdays.

***Please be advised that dependent upon the negotiates School Attendance Calendar for 2018-2019, the information may change for next year.**