

# Elko County School District



## Central Administrative Office

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### MEMORANDUM

To: All Employees

Date: August 1, 2020

From: Mike Smith, Deputy Superintendent *msl*

Subject: **Holiday Information – SY 2020-2021**

This memorandum will address the District's policy on holidays and early outs relating to holidays.

- **Fair Day** - Friday, September 4, 2020 is Fair Day. This is a scheduled holiday for all employees except those who work a 261 day schedule.
- **Labor Day** – Monday, September 7, 2020 is Labor Day. No employee should be working unless an emergency exists.
- **Nevada Day** – Friday, October 30, 2020 is Nevada Day. No employee should be working unless an emergency exists.
- **Veterans' Day** – Wednesday, November 11, 2020 is Veteran's Day. No employee should be working unless an emergency exists.
- **Thanksgiving Holiday** - Thursday, November 26 and Friday, November 27, 2020 is the Thanksgiving Holiday. School will be dismissed two hours prior to normal dismissal time on Wednesday, November 25<sup>th</sup>. Work schedules for all certified and classified employees should be adjusted to accommodate the two hour early dismissal. No employee should be working on Thursday the 26<sup>th</sup> and Friday the 27<sup>th</sup> unless an emergency exists. The two hour early dismissal on Wednesday, November 25<sup>th</sup> applies to all Elko County School District employees.

- **Christmas Holiday and New Years Day Holiday** – On Friday, December 18, 2020 school will be dismissed two hours prior to normal dismissal time for the Christmas holiday. Work schedules for all certified and classified employees should be adjusted to accommodate the two hour early dismissal. Christmas Day is on Friday, December 25, 2020 and New Year's Day is on Friday, January 1, 2021. These are holidays for all employees, and no one should be working unless there is an emergency. Certified personnel and school related classified employees return to work on Monday, January 4, 2021. Monday, December 21, 2020 through Friday, January 1, 2021 is Christmas Break. This is a scheduled holiday break for all employees except those who work a 261 day schedule. All 261 day employees are expected to work from December 21, 2020 thru December 31, 2020, unless they have vacation scheduled. The two hour early dismissal on December 18<sup>th</sup> applies to all Elko County School District employees.
- **Martin Luther King Holiday** – Monday, January 18, 2021 is the Martin Luther King holiday and it is a holiday for all Elko County School District employees. No employee should be working unless an emergency exists.
- **President's Day** - Monday, February 15, 2021 is the President's Day holiday and it is a holiday for all Elko County School District employees. No employee should be working unless an emergency exists.
- **Spring Break** – Friday, April 2, 2021 is an early out and school will be dismissed two hours prior to the normal dismissal time. Work schedules for all certified and classified employees should be adjusted to accommodate the two hour early dismissal. Monday, April 5 through Friday, April 9, 2021 is Spring Break. This is a scheduled holiday break for all employees except those who work a 261 day schedule. The two hour early dismissal on April 2<sup>nd</sup> applies to all Elko County School District employees.
- **Memorial Day** - Monday, May 31, 2021 is Memorial Day and it is a holiday for all Elko County School District employees. No employee should be working unless an emergency exists.
- **Last Day of School** - Friday, June 4, 2021 is the last day of school and it is a regular workday for all employees. Students are to be dismissed two hours prior to the normal dismissal time.
- **July 4<sup>th</sup>** – Sunday, July 4, 2021 is the Fourth of July holiday and it is a holiday for all Elko County School District employees. It will be observed on Monday, July 5, 2021. No employee should be working unless an emergency exists.