



**Office of Human Resources
Employee Relations Division**

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Mission: Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.

MEMORANDUM

TO: All Columbus City School Locations

FROM: John M. Dean, Director of Employee Relations

DATE: June 3, 2020

SUBJECT: Office Schedule for 2020-2021

The following 2020-21 schedule of early closings and holidays will be in effect for all Columbus City School buildings.

Thursday, July 2, 2020	Offices Close at 4 P.M.*
Friday, July 3, 2020	OFFICES CLOSED ALL DAY
Monday, September 7, 2020	OFFICES CLOSED ALL DAY
Wednesday, November 25, 2020	Offices Close at 4 P.M.*
Thursday, November 26, 2020	OFFICES CLOSED ALL DAY
Friday, November 27, 2020	OFFICES CLOSED ALL DAY
Wednesday, December 23, 2020	Offices Close at 4 P.M.*
Thursday, December 24, 2020	OFFICES CLOSED ALL DAY
Friday, December 25, 2020	OFFICES CLOSED ALL DAY
Thursday, December 31, 2020	Offices Close at 4 P.M.*
Friday, January 1, 2021	OFFICES CLOSED ALL DAY
Monday, January 18, 2021	OFFICES CLOSED ALL DAY
Friday, April 2, 2021	OFFICES CLOSED ALL DAY
Monday, April 5, 2021	OFFICES CLOSED ALL DAY
Tuesday, April 6, 2021	OFFICES CLOSED ALL DAY
Monday, May 31, 2021	OFFICES CLOSED ALL DAY
Friday, July 2, 2021	Offices Close at 4 P.M.*
Monday, July 5, 2021	OFFICES CLOSED ALL DAY

We hope this announcement will be helpful to you in your personal plans.

***All** employees will work **one hour less than their regular schedules** on the above notes days. Personnel on special assignment or those having alternative duties are to report as directed by their supervisors for a work schedule reduced by one hour.

Human Resources Supporting Vision: Maximizing Human Capital for Student Success

The Columbus City School District does not discriminate based upon sex, race, color, national origin, religion, age, disability, sexual orientation, gender identity/expression, ancestry familial status or military status with regard to admission, access, treatment or employment. This policy is applicable in all district programs and activities.