



**Office of Human Resources
Employee Relations Division**

270 East State Street
Columbus, OH 43215
PH: (614) 365-5636
FAX: (614) 365-5741

employeerelations@columbus.k12.oh.us

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: May 5, 2021 – **UPDATED** April 26, 2022

SUBJECT: Office Schedule for 2021-2022

The following 2021-22 schedule of early closings and holidays will be in effect for all Columbus City School buildings.

Friday, July 2, 2021	Offices Close at 4 P.M.*
Monday, July 5, 2021	OFFICES CLOSED ALL DAY
Monday, September 6, 2021	OFFICES CLOSED ALL DAY
Wednesday, November 24, 2021	Offices Close at 4 P.M.*
Thursday, November 25, 2021	OFFICES CLOSED ALL DAY
Friday, November 26, 2021	OFFICES CLOSED ALL DAY
Wednesday December 22, 2021	Offices Close at 4 P.M.*
Thursday, December 23, 2021	OFFICES CLOSED ALL DAY
Friday, December 24, 2021	OFFICES CLOSED ALL DAY
Thursday, December 30, 2021	Offices Close at 4 P.M.*
Friday, December 31, 2021	OFFICES CLOSED ALL DAY
Monday, January 17, 2022	OFFICES CLOSED ALL DAY
Friday, April 15, 2022	OFFICES CLOSED ALL DAY
Monday, April 18, 2022	OFFICES CLOSED ALL DAY
Tuesday, April 19, 2022	OFFICES CLOSED ALL DAY
Monday, May 30, 2022	OFFICES CLOSED ALL DAY
Monday June 20, 2022	OFFICES CLOSED ALL DAY
Friday, July 1, 2022	Offices Close at 4 P.M.*
Monday, July 4, 2022	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 noted 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.