



**Office of Human Resources**  
**Division of Labor Management &**  
**Employee Relations**  
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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.*

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## MEMORANDUM

TO: All Columbus City School Locations

FROM: John M. Dean, Director of Employee Relations

DATE: June 2, 2022

SUBJECT: Office Schedule for 2022-2023

The following 2022-23 schedule of early closings and holidays will be in effect for all Columbus City School buildings.

Independence Day	<b>Friday, July 1, 2022</b>	<b>Offices Close at 4 P.M.*</b>
Independence Day	Monday, July 4, 2022	OFFICES CLOSED
Labor Day	Monday, September 5, 2022	OFFICES CLOSED
Wellness Week	Monday, November 21, 2022	OFFICES CLOSED
Wellness Week	Tuesday, November 22, 2022	OFFICES CLOSED
Wellness Week	Wednesday, November 23, 2022	OFFICES CLOSED
Thanksgiving	Thursday, November 24, 2022	OFFICES CLOSED
Thanksgiving	Friday, November 25, 2022	OFFICES CLOSED
Winter Break	<b>Thursday December 22, 2022</b>	<b>Offices Close at 4 P.M.*</b>
Winter Break	Friday, December 23, 2022	OFFICES CLOSED
Winter Break	Monday, December 26, 2022	OFFICES CLOSED
New Year's Eve	<b>Friday, December 30, 2022</b>	<b>Offices Close at 4 P.M.*</b>
New Year's Day	Monday, January 2, 2023	OFFICES CLOSED
Martin Luther King, Jr.	Monday, January 16, 2023	OFFICES CLOSED
Spring Break	Friday, April 7, 2023	OFFICES CLOSED
Spring Break	Monday, April 10, 2023	OFFICES CLOSED
Spring Break	Tuesday, April 11, 2023	OFFICES CLOSED
Memorial Day	Monday, May 29, 2023	OFFICES CLOSED
Juneteenth	Monday June 19, 2023	OFFICES CLOSED
Independence Day	<b>Monday, July 3, 2023</b>	<b>Offices Close at 4 P.M.*</b>
Independence Day	Tuesday, July 4, 2023	OFFICES CLOSED

November 23, 2022 is a compensatory day for Teachers for Parent/Teacher Conferences.

**\*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.

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*Human Resources Supporting Vision: Maximizing Human Capital for Student Success*

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