



**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: Julie M. Pfeiffer, Director of Employee Relations

DATE: May 8, 2019

SUBJECT: **Updated** Office Schedule for 2019-2020

The following 2019-20 schedule of early closings and holidays will be in effect for the all Columbus City School buildings.

Wednesday, July 3, 2019	Offices Close at 4 P.M.*
Thursday, July 4, 2019	OFFICES CLOSED ALL DAY
Monday, September 2, 2019	OFFICES CLOSED ALL DAY
Wednesday, November 27, 2019	Offices Close at 4 P.M.*
Thursday, November 28, 2019	OFFICES CLOSED ALL DAY
Friday, November 29, 2019	OFFICES CLOSED ALL DAY
Monday, December 23, 2019	Offices Close at 4 P.M.*
Tuesday, December 24, 2019	OFFICES CLOSED ALL DAY
Wednesday, December 25, 2019	OFFICES CLOSED ALL DAY
Tuesday, December 31, 2019	Offices Close at 4 P.M.*
Wednesday, January 1, 2020	OFFICES CLOSED ALL DAY
Monday, January 20, 2020	OFFICES CLOSED ALL DAY
Friday, April 10, 2020	OFFICES CLOSED ALL DAY
Monday, April 13, 2020	OFFICES CLOSED ALL DAY
Tuesday, April 14, 2020	OFFICES CLOSED ALL DAY
Monday, May 25, 2020	OFFICES CLOSED ALL DAY
Thursday, July 2, 2020	Offices Close at 4 P.M.*
Friday, July 3, 2020	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 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.