



**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 3, 2019

SUBJECT: 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

Thursday, July 4, 2019
Monday, September 2, 2019

Wednesday, November 27, 2019

Thursday, November 28, 2019
Friday, November 29, 2019
Tuesday, December 24, 2019
Wednesday, December 25, 2019

Tuesday, December 31, 2019

Wednesday, January 1, 2020
Monday, January 20, 2020
Friday, April 10, 2020
Monday, April 13, 2020
Tuesday, April 14, 2020
Monday, May 25, 2020

Thursday, July 2, 2020

Friday, July 3, 2020

Offices Close at 4 P.M.*

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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.