



**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.*

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## 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 21, 2020  
Friday, April 10, 2020  
Monday, April 13, 2020  
Tuesday, April 14, 2020  
Monday, May 25, 2020

**Thursday, July 3, 2020**

Friday, July 4, 2020

**Offices Close at 4 P.M.\***

OFFICES CLOSED ALL DAY  
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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.

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

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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.