

**JORDAN SCHOOL DISTRICT**

**HOLIDAYS AND OTHER DAYS OFF  
Administration/Classified Employees  
2018-19**

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**SCHEDULE A: 10-month Employees who work 206 days**

> School Admin. Asst. ES Trad > Sec. Asst. Attendance > MS Asst. Registrar  
> HS Admin. Clerk > Clerk Spec. Program 10 > HS Office Asst. 10

**\* Review Skyward Employee Access to determine your contract days.**

Contract begins Tuesday, July 31, 2018

Contract ends Wednesday, June 12, 2019

Labor Day Monday, September 3, 2018  
Fall Recess Thursday and Friday, October 18 and 19, 2018  
Thanksgiving Recess Wed., Thurs., and Fri., November 21, 22, and 23, 2018  
Winter Recess Close at the end of the day Friday, December 21, 2018  
Resume work Wednesday, January 2, 2019  
Dr. Martin Luther King Jr. Day Monday, January 21, 2019  
Washington and Lincoln Day Monday, February 18, 2019  
Spring Recess Monday-Friday, April 15-19, 2019  
Memorial Day Monday, May 27, 2019

- Emergency closure for 206-day contracts will be made up on Washington and Lincoln Day and then Spring Recess.

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**SCHEDULE B: (12-month Employees who work 242 days)**

> School Admin. Asst. ES YRE > Clerk Spec. Program 12 > HS Asst. Registrar  
> School Admin. Asst. HS/MS > District Admin. Asst. > HS Office Asst. 12  
> Office/clerical > Additional

**\* Review Skyward Employee Access to determine your contract days.**

Contract begins Monday, July 2, 2018

Contract ends Friday, June 28, 2019

Independence Day Wednesday, July 4, 2018  
Pioneer Day Tuesday, July 24, 2018  
Labor Day Monday, September 3, 2018  
Fall Recess Thursday and Friday, October 18 and 19, 2018  
Thanksgiving Recess Thursday and Friday, November 22 and 23, 2018  
Winter Recess Close at the end of the day Friday, December 21, 2018  
Resume work Wednesday, January 2, 2019  
Dr. Martin Luther King Jr. Day Monday, January 21, 2019  
Washington and Lincoln Day Monday, February 18, 2019  
Spring Recess Friday, April 19, 2019  
Memorial Day Monday, May 27, 2019

- Emergency closure for 242-day contracts will be made up on Washington and Lincoln Day and then Spring Recess.
- An additional 10 to 20 selected vacation days, based on years of service, apply to this contract.

# JORDAN SCHOOL DISTRICT

## HOLIDAYS AND OTHER DAYS-OFF Administration/Classified Employees 2018-19

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### **SCHEDULE C: (12-month Employees who work 245 days)**

- > Administration
  - > Warehouse
  - > Custodial
  - > Information Systems
  - > Facilities
  - > Transportation
- \* Review Skyward Employee Access to determine your contract days.**

Contract begins Monday, July 2, 2018

Contract ends Friday, June 28, 2019

Independence Day Wednesday, July 4, 2018

Pioneer Day Tuesday, July 24, 2018

Labor Day Monday, September 3, 2018

Fall Recess Thursday and Friday, October 18 and 19, 2018

Thanksgiving Recess Thursday and Friday, November 22 and 23, 2018

Winter Recess Close at the end of the day Friday, December 21, 2018

Work Wednesday, Thursday and Friday, December 26, 27, and 28, 2018

Resume work Wednesday, January 2, 2019

Dr. Martin Luther King Jr. Day Monday, January 21, 2019

Washington and Lincoln Day Monday, February 18, 2019

Spring Recess Friday, April 19, 2019

Memorial Day Monday, May 27, 2019

- Emergency closure for 245-day contracts will be made up on Washington and Lincoln Day and then Spring Recess.
- An additional 10 to 20 selected vacation days, based on years of service, apply to this contract.