

**Hamilton County Department of Education
3074 Hickory Valley Rd.
Chattanooga, TN 37421
(423) 209-8400 www.hcde.org**

MEMORANDUM

TO: Central Office Employees and School-Based Administrators
FROM: Dr. Kirk Kelly, Interim Superintendent *Kirk Kelly*
DATE: January 2, 2017
SUBJECT: 2017-18 HOLIDAY SCHEDULE

The following holidays will be observed for the 2017-18 school year:

Independence Day	Tuesday	July 4, 2017
Labor Day.....	Monday	September 4, 2017
Thanksgiving.....	Thursday and Friday	November 23-24, 2017
Christmas	Monday	December 25, 2017
	Tuesday	December 26, 2017
New Year’s Day.....	Monday	January 1, 2018
	Tuesday	January 2, 2018
M. L. King Day	Monday	January 15, 2018
Spring Holiday	Friday	March 30, 2018
Memorial Day	Monday	May 28, 2018

FOUR-DAY WORK WEEK FOR SUMMER 2017 ():**

Beginning May 29, 2017 through July 28, 2017, the **ENTIRE DISTRICT—excluding approved summer child care sites** – will observe a four-day work week schedule (37.5-hour week = 9.375 hrs. per day; 40-hour week = 10 hrs. per day). **ALL OFFICES AND SCHOOLS WILL CLOSE ON FRIDAYS---THIS IS NOT OPTIONAL.**

EXCEPTIONS:

- Monday, May 29, is a holiday paid at regular hours (either 7.5 or 8); therefore, employees will work their remaining hours (either 30 or 32) on Tuesday-Thursday of that week in order to be off Friday, June 2.
- Tuesday, July 4, is a holiday paid at regular hours (either 7.5 or 8); therefore, employees will work their remaining hours (either 30 or 32) on Monday, Wednesday, and Thursday of that week in order to be off Friday, July 7.

SPECIAL NOTES:

- Summer camps **MUST** work Monday through Thursday unless otherwise approved by the Superintendent.
- The Teacher Place at W. 40th Street will be open Monday-Friday for staff development purposes.

()** **NOTE:** The four-day work week is subject to change or elimination pursuant to Board action.