



*Henry County  
Board of Education*



April 16, 2019

MEMORANDUM

To: All Twelve Month Personnel

From: Chris Padget, Superintendent *CP*

Topic: Twelve Month Employee Work Schedule

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Please find the following work schedule for all twelve month employees. Please give me a call if you have questions or need to address this schedule on an individual basis.

1. Summer hours: Monday through Thursday work schedule will begin on Monday, June 3, 2019 and end on Friday, July 26, 2019. Schedule will be 7:30-4:30 with a 30 minute lunch. Maintenance and Transportation will work 6:30-4:00 with a 30 minute lunch. The offices will be closed on Fridays.
2. Office will be closed the week of July 4<sup>th</sup>, July 1-5, 2019.
3. Office will not be closed for Fall Break, October 7-11, 2019. Summer hours apply with Thursday and Friday off.
4. Office will be closed Wednesday, November 27-Friday, November 29, 2019 for Thanksgiving.
5. Office will be closed December 23-January 5, 2020 for Christmas Break.

During the breaks, Maintenance and Transportation personnel will need to work out a schedule to address any scheduled events or emergencies that arise.

Please note that if something unusual occurs or if need arises, these dates are subject to change.