

ATTACHMENT NO. X-D

ATTACHMENT NO. X-D: Determination of District Office hours during week of
December 26, 2012

Potential motion: Move to close District Office during week of December
26, 2012

Recommended action: Approve the motion.

Board Policy 5.330 designates Christmas Eve and Christmas Day as paid holidays for twelve-month employees. Since those two days fall on a Monday and Tuesday this year and all district schools will be closed, it is suggested the Board consider closing the District Office for the entire week of December 26, 2012. However, those who do not work on Wednesday, Thursday and/or Friday of that week will have to take either vacation time or personal days.

We will have to keep the district office open on Christmas Eve until 5:00 p.m. However, as several staff would like to take vacation time that week, it will be difficult to ensure the office is open throughout the week.