

MEMORANDUM

TO: Employees working a 208 Day Work Schedule
(Contracted: Bus Assistants, Bus Drivers, CNS Assistants, CNS Managers and Van Drivers)

FROM: Division of Human Resources

RE: 2022-2023 Work Year

DATE: **July 1, 2022**

These employee groups begin July 27, 2022 with the last workday being May 19, 2023. The days below are paid holidays with the exception of Fall Break (see note below).

Day	Date	Holiday
Monday	September 5	Labor Day
Monday-Friday	October 10-14	Fall Break
Friday	November 11	Veterans Day
Wednesday-Friday	November 23-25	Thanksgiving Break
Monday-Friday	December 26-30 — January 2-6	Winter Break
Monday	January 16	Martin Luther King, Jr
Monday	February 20	Presidents Day
Monday-Friday	March 13-17	Spring Break
Friday	March 31	Cesar Chavez Day
Friday	April 7	Spring Recess

The District Convocation for the 2022-2023 School Year is July 25, 2022. While these employee groups attendance is not mandatory, we welcome their attendance in sharing in opening of the school year.

***NOTE: 9 - month employees are not expected to work during Fall Break.**

December 23, 2022 is a Districtwide Professional Development Day included in the work schedule.

Please know we appreciate the work you have done to support students and families of Roosevelt School District. If you have any questions relative to your work year, please contact your immediate supervisor.

Visions Work Calendar: 9 MO CNS/DRIVER 22 PAY 208 DAY ACTUAL