



March, 2016

TO: All Administrators
 FROM: Human Resources
 RE: **Early Dismissal Days 2016-2017**

Below are the dates staff will be allowed to leave the building fifteen (15) minutes earlier than the regular dismissal time.

September 2, 2016	All Staff	Beginning of Labor Day Weekend
November 23, 2016	All Staff	Beginning of Thanksgiving Break
December 21, 2016	All Staff (Except 12 Month)	Beginning of Winter Break
December 22, 2016	12 Month Staff	Day Before Winter Holiday
December 29, 2016	12 Month Staff	Day Before New Year Holiday
March 17, 2017	All Staff (Except 12 Month)	Beginning of Spring Break
March 23, 2017	12 Month Staff	Day Before Spring Holiday
May 26, 2017	All Staff	Beginning of Memorial Day Weekend
July 3, 2017	12 Month Staff	Day Before July 4th Holiday

***If you have responsibilities for supervision of students, early dismissal will not apply until your responsibility has been met.**