



TO: All Administrators
FROM: Human Resources
RE: **Early Dismissal Days 2015-2016**

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

September 4, 2015	All Staff	Beginning of Labor Day Weekend
November 25, 2015	All Staff	Beginning of Thanksgiving Break
December 18, 2015	All Staff (Except 12 Month)	Beginning of Winter Break
December 23, 2015	12 Month Staff	Day Before Winter Holiday
December 30, 2015	12 Month Staff	Day Before New Year Holiday
March 11, 2016	All Staff (Except 12 Month)	Beginning of Spring Break
March 17, 2016	12 Month Staff	Day Before Spring Holiday
May 27, 2016	All Staff	Beginning of Memorial Day Weekend
July 1, 2016	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.**

June, 2015