

## Intradistrict Communication

DATE: September 21, 2017

TO: Jordan District Contract Employees

FROM: Dr. Patrice A. Johnson, Superintendent of Schools

SUBJECT: Change of Schedule for Spring Break

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A week-long spring break is scheduled for the 2017-18 school year. Students and teachers at both traditional and year-round schools, as well as staff on a 10-month/206-day classified contract or a 225-day licensed contract, will be out of school Monday-Friday, April 2-6, 2018.

Currently, employees on a 12-month/242-day or 12-month/245-day contract are scheduled to work Monday-Wednesday (April 2-4) and off on Thursday and Friday (April 5-6). With Easter falling on April 1<sup>st</sup>, we are implementing a change in the employee calendar to accommodate time off closer to the holiday. Employees in these two groups will have **Monday and Tuesday, April 2-3, for spring break and will return to work on Wednesday, April 4<sup>th</sup> and work through Friday.**

If anyone in your department has already made plans based on being off April 5-6, please work with them to resolve any hardship this change may cause them.