THE NEW YORK CITY DEPARTMENT OF EDUCATION
JOEL I. KLEIN, *Chancellor*
OFFICE OF THE CHANCELLOR
52 Chambers Street - New York, NY 10007

REVISED NOVEMBER 4, 2003

TO: Regional Superintendents, Local Instructional Superintendents, Superintendent of District 75, Superintendent Of Alternative High Schools And Programs, Directors Of Regional Operations Centers, All Tweed, All Central

FROM: **LaVerne Evans Srinivasan**
Deputy Chancellor for Operations

SUBJECT: *Scheduled Closings of Learning Support Centers, Regional Operations Centers and Central Headquarters Offices for School Year 2003-2004*

All Learning Support Centers, Regional Operations Centers and central headquarters offices of the Department of Education will be closed on the dates listed below. Except for "prevailing wage rate employees" subject to Section 220 of the New York State Labor Law, absence of per annum, per diem, hourly non-competitive and monthly salaried employees of the administrative staff and headquarters' pedagogical personnel scheduled to work on these days shall be excused without loss of pay and without charge to annual leave.

2003	July	4,	Friday	Independence Day
	September	1,	Monday	Labor Day
	October	6,	Monday	Yom Kippur
	October	13,	Monday	Columbus Day Observed
	November	11,	Tuesday	Veterans Day
	November November	27, 28,	Thursday and Friday	Thanksgiving Holiday
	December December	25, 26,	Thursday and Friday	Christmas Holiday
2004	January January	1, 2,	Thursday and Friday	New Year's Holiday
	January	19,	Monday	Dr. Martin Luther King, Jr. Day
	February	16,	Monday	Washington's Birthday Observed
	February	20,	Friday	Lincoln's Birthday Observed
	April	9,	Friday	Good Friday
	May	31,	Monday	Memorial Day

NOTE:	June	10,	Thursday	Anniversary Day

Only Brooklyn and Queens Learning Support Centers and Regional Operations Centers will be closed on Thursday, June 10, 2004. All central headquarters offices in the five boroughs will be open as will Learning Support Centers and Regional Operations Centers in the Bronx, Manhattan and Staten Island.

NOTE ON ELECTION DAY:

ALL SCHOOLS AND ALL OTHER DEPARTMENT OF EDUCATION FACILITIES WILL BE OPEN ON ELECTION DAY, TUESDAY, NOVEMBER 4, 2003.

Staff working on Election Day in Learning Support Centers, Regional Operations Centers and central headquarters offices are entitled to be excused on another day, without charge to annual leave. The first personal business or annual leave (vacation) absence that an employee takes after Election Day will automatically be recorded as the Election Day "floating holiday." However, that day off must be taken on or before August 31, 2004, and must be selected in a manner that ensures the efficient operation of the office. Where feasible, employees may use the traditional date for Election Day as their "floating holiday."

c: Joel I. Klein
Kathleen Grimm
Diana Lam
Michelle Cahill
Lester Young
Dan Weisberg
Dan McCray
Chad Vignola
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Jerry Rothman
Julie Horowitz
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