CHANCELLOR'S MEMORANDUM NO. 19, 1993-94 Date: May 4, 1994

NEW YORK CITY PUBLIC SCHOOLS
OFFICE OF THE CHANCELLOR

TO: COMMUNITY SCHOOL BOARD PRESIDENTS, ALL SUPERINTENDENTS, EXECUTIVE DIRECTORS AND HEADS OF OFFICES

FROM: RAMON C. CORTINES, CHANCELLOR

SUBJECT: SCHEDULED CLOSINGS OF DISTRICT AND CENTRAL HEADQUARTERS' OFFICES FOR SCHOOL YEAR 1994-95

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All district and central headquarters offices of the Board 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.

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| **1994** | July | 4, | Monday | Independence Day |
| | September | 5, | Monday | Labor Day |
| | September<br>September | 6,<br>7, | Tuesday and<br>Wednesday | Rosh Hashanah |
| | September | 15, | Thursday | Yom Kippur |
| | October | 10, | Monday | Columbus Day |
| | November | 11, | Friday | Veterans Day |
| | November<br>November | 24,<br>25, | Thursday and<br>Friday | Thanksgiving Holiday |
| | December | 26, | Monday | Christmas Holiday |
| **1995** | January | 2, | Monday | New Year's Holiday |
| | January | 16, | Monday | Dr. Martin Luther King, Jr. Day |
| | February | 20, | Monday | Washington's Birthday Observed |
| | February | 24, | Friday | Lincoln's Birthday Observed |
| | April | 14, | Friday | Good Friday |
| | May | 29, | Monday | Memorial Day |

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| **NOTE:** | June | 8, | Thursday | Anniversary Day |

Only Brooklyn and Queens district offices will be closed on Thursday, June 8, 1995. All central headquarters offices in the five boroughs will be open as will district offices in the Bronx, Manhattan and Staten Island.

**NOTE ON ELECTION DAY:**

ALL SCHOOLS AND ALL OTHER BOARD OF EDUCATION FACILITIES WILL BE OPEN ON ELECTION DAY, NOVEMBER 8, 1994.

District and central headquarters staff working on Election Day will be entitled to be excused on another day on or before August 31, 1995 without loss of pay and without charge to annual leave. This other day will be selected in a manner which ensures the efficient operation of the office. Where feasible, employees may use the traditional date for Election Day as their "floating holiday."