



**THE NEW YORK CITY DEPARTMENT OF EDUCATION**  
**JOEL I. KLEIN, Chancellor**

OFFICE OF THE CHANCELLOR  
 52 Chambers Street, New York, New York 10007

May 7, 2004

**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 2004-2005**

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 employees, 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.

<b>2004</b>	July	5,	Monday..... Independence Day
	September	6,	Monday..... Labor Day
	September	16,	Thursday..... Rosh Hashanah
	September	17,	Friday
	October	11,	Monday..... Columbus Day
	November	11,	Thursday..... Veterans Day
	November	25,	Thursday..... Thanksgiving Holiday
	November	26,	Friday
	December	24,	Friday..... Christmas Holiday
	December	31,	Friday..... New Year's Holiday Observed
<b>2005</b>	January	17,	Monday..... Dr. Martin Luther King, Jr. Day
	February	21,	Monday..... Washington's Birthday
	March	25,	Friday..... Good Friday
	April	25,	Monday..... Second Day of Passover
	May	30,	Monday..... Memorial Day

**NOTE:** June 9, Thursday..... Anniversary Day

Only Brooklyn and Queens Learning Support Centers and Regional Operations Centers will be closed on Thursday, June 9, 2005. 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 2, 2004.

Staff working on Election Day in Learning Support Centers, Operations Service 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, 2005, 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  
 Rose Albanese-DePinto  
 Elizabeth Arons  
 Michael Best  
 Louise Billington  
 Michele Cahill  
 Daniel Carponcy  
 Carmen Farina  
 Kathleen Grimm  
 Maureen Hayes  
 Julie Horowitz  
 Kristen Kane
- Bob Knowling  
 Leslie Koch  
 Dan McCray  
 Stephen Morello  
 Eileen Murphy  
 Matthew Onek  
 Jerry Rothman  
 Heather Tow-Yick  
 Dan Weisberg  
 Lester Young