CHANCELLOR'S MEMORANDUM NO. 4, 1994-95 Date: April 28, 1995

BOARD OF EDUCATION OF THE CITY OF NEW YORK
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 1995-96

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.

1995	July	4,	Tuesday	Independence Day
	September	4,	Monday	Labor Day
	September September	25, 26,	Monday and Tuesday	Rosh Hashanah
	October	4,	Wednesday	Yom Kippur
	October	9,	Monday	Columbus Day Observed
	November November	23, 24,	Thursday and Friday	Thanksgiving Holiday
	December	25,	Monday	Christmas Day
1996	January	1,	Monday	New Year's Day
	January	15,	Monday	Dr. Martin Luther King, Jr. Day
	February	19,	Monday	Washington's Birthday Observed
	February	23,	Friday	Lincoln's Birthday Observed
	April April	4, 5,	Thursday Friday	First Day of Passover Good Friday
	May	27,	Monday	Memorial Day

NOTE:	June	6,	Thursday	Anniversary Day

Only Brooklyn and Queens district offices will be closed on Thursday, June 6, 1996. 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 7, 1995.

District and central headquarters staff working on Election Day will be entitled to be excused on another day on or before August 31, 1996 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."

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