MEMORANDUM NO. 5, 2001-2002 **March 15, 2002**
OFFICE OF EXTERNAL RELATIONS

BOARD OF EDUCATION OF THE CITY OF NEW YORK
OFFICE OF THE CHANCELLOR

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

FROM: BURTON SACKS, CHIEF EXECUTIVE
OFFICE OF EXTERNAL RELATIONS

SUBJECT: SCHEDULED CLOSINGS OF DISTRICT AND CENTRAL HEADQUARTERS' OFFICES FOR SCHOOL YEAR 2002-2003

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.

2002	July	4,	Thursday.....Independence Day
	September	2,	Monday.....Labor Day
	September	16,	Monday.....Yom Kippur
	October	14,	Monday.....Columbus Day Observed
	November	11,	Monday.....Veterans Day
	November November	28, 29,	Thursday and.....Thanksgiving Holiday Friday
	December December	24, 25,	Tuesday and.....Christmas Holiday Wednesday
	December	31,	Tuesday and..... New Year's Holiday
2003	January	1,	Wednesday
	January	20,	Monday.....Dr. Martin Luther King, Jr. Day
	February	17,	Monday.....Washington's Birthday Observed
	February	21,	Friday.....Lincoln's Birthday Observed
	April April	17, 18,	Thursday and.....First Day of Passover Friday.....Good Friday/Second Day of Passover
	May	26,	Monday.....Memorial Day

NOTE: June 5, Thursday.....Anniversary Day

Only Brooklyn and Queens district offices will be closed on Thursday, June 5, 2003. 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, TUESDAY, NOVEMBER 5, 2002.

District and central headquarters' staff working on Election Day will be entitled to be excused on another day on or before August 31, 2003 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."