



MEMORANDUM

School Administrative Unit 39
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TO: SAU Support Staff and Administrators
FROM: Michael Berry, Superintendent of Schools
DATE: March 22, 2024
RE: 2024-2025 Holiday Schedule

Support staff and administrators are eligible to receive pay for designated holidays. The number of paid holidays is determined by the number of contracted days an employee is scheduled to work during the school year or on a year round basis. The dates below are designated holidays and the schools and SAU office will be closed with no access.

School Year Employees (less than 160 contracted days) = 5 paid holidays*
 School Year Employees (more than 160 contracted days) = 10 paid holidays
 Year Round Employees = 13 paid holidays

| <u>Year Round Employees:</u> | | |
|---|-----------|-------------------|
| Independence Day | Thursday | July 4, 2024 |
| Labor Day | Monday | September 2, 2024 |
| Columbus Day | Monday | October 14, 2024 |
| <u>School Year & Year Round Employees:</u> | | |
| Veterans Day | Monday | November 11, 2024 |
| Day Before Thanksgiving | Wednesday | November 27, 2024 |
| Thanksgiving Day* | Thursday | November 28, 2024 |
| Day after Thanksgiving | Friday | November 29, 2024 |
| Christmas Eve | Tuesday | December 24, 2024 |
| Christmas Day * | Wednesday | December 25, 2024 |
| Day after Christmas | Thursday | December 26, 2024 |
| New Year's Day * | Wednesday | January 1, 2025 |
| Martin Luther King Jr. Day * | Monday | January 20, 2025 |
| Memorial Day * | Monday | May 26, 2025 |

The Day after Christmas Holiday may be taken on any day during the Christmas week. For FY24, it is designated on December 26th, but if you would like to take it on another day between December 27th and December 29th, please see the HR Director.