



MEMORANDUM

School Administrative Unit 39
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TO: **SOUHEGAN** 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 = 12 paid holidays

| <u>Year Round Employees:</u> | | |
|---|-----------|-------------------|
| Independence Day | Thursday | July 4, 2024 |
| Labor Day | Monday | September 2, 2024 |
| <u>School Year & Year Round Employees:</u> | | |
| Columbus Day | Monday | October 14, 2024 |
| 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 |
| New Year's Day * | Wednesday | January 1, 2025 |
| Martin Luther King Jr. Day * | Monday | January 20, 2025 |
| Memorial Day * | Monday | May 26, 2025 |