

Elko County School District




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MEMORANDUM

To: All Employees

Date: August 2, 2021

From: Mike Smith, Deputy Superintendent 

Subject: **Holiday Information – SY 2021-2022**

This memorandum will address the District's policy on holidays and early outs relating to holidays.

- **Fair Day** - Friday, September 3, 2021 is Fair Day. This is a scheduled holiday for all employees except those who work a 261 day schedule.
- **Labor Day** – Monday, September 6, 2021 is Labor Day. No employee should be working unless an emergency exists.
- **Nevada Day** – Friday, October 29, 2021 is Nevada Day. No employee should be working unless an emergency exists.
- **Veterans' Day** – Thursday, November 11, 2021 is Veteran's Day. No employee should be working unless an emergency exists.
- **Thanksgiving Holiday** - Thursday, November 25 and Friday, November 26, 2021 is the Thanksgiving Holiday. School will be dismissed two hours prior to normal dismissal time on Wednesday, November 24th. Work schedules for all certified and classified employees should be adjusted to accommodate the two hour early dismissal. No employee should be working on Thursday the 25th and Friday the 26th unless an emergency exists. The two hour early dismissal on Wednesday, November 24th applies to all Elko County School District employees.

- **Christmas Holiday and New Years Day Holiday** – On Friday, December 17, 2021 school will be dismissed two hours prior to normal dismissal time for the Christmas holiday. Work schedules for all certified and classified employees should be adjusted to accommodate the two hour early dismissal. Christmas Day holiday will be observed Friday, December 24, 2021 and New Year's Day holiday will be observed Friday, Dec 31, 2021. These are holidays for all employees, and no one should be working unless there is an emergency. Certified personnel and school related classified employees return to work on Monday, January 3, 2022. Monday, December 20, 2021 through Friday, December 31, 2021 is Christmas Break. This is a scheduled holiday break for all employees except those who work a 261 day schedule. All 261 day employees are expected to work from December 20, 2021 thru December 31, 2021, unless they have vacation scheduled. The two hour early dismissal on December 17th applies to all Elko County School District employees.
- **Martin Luther King Holiday** – Monday, January 17, 2022 is the Martin Luther King holiday and it is a holiday for all Elko County School District employees. No employee should be working unless an emergency exists.
- **President's Day** - Monday, February 21, 2022 is the President's Day holiday and it is a holiday for all Elko County School District employees. No employee should be working unless an emergency exists.
- **Spring Break** – Friday, April 1, 2022 is an early out and school will be dismissed two hours prior to the normal dismissal time. Work schedules for all certified and classified employees should be adjusted to accommodate the two hour early dismissal. Monday, April 4 through Friday, April 8, 2022 is Spring Break. This is a scheduled holiday break for all employees except those who work a 261 day schedule. The two hour early dismissal on April 1st applies to all Elko County School District employees.
- **Memorial Day** - Monday, May 30, 2022 is Memorial Day and it is a holiday for all Elko County School District employees. No employee should be working unless an emergency exists.
- **Last Day of School** - Friday, June 10, 2022 is the last day of school and it is a regular workday for all employees. Students are to be dismissed two hours prior to the normal dismissal time.
- **July 4th** – Monday, July 4, 2022 is the Fourth of July holiday and it is a holiday for all Elko County School District employees. No employee should be working unless an emergency exists.