

MEMO



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TO: Amherst, Mont Vernon, Souhegan and SAU employees
FROM: Mary Athey Jennings, Ph.D., Superintendent of Schools
DATE: April 6, 2011
RE: 2011-2012 Holiday and Non-Work Day Schedule

The following non-school days will be considered holidays / non-work days for the 2011-2012 school year and the schools and SAU office will be closed.

You will receive 5 paid holidays if you are contracted to work at least 185 days (see holidays with an *). If you are a school year employee and your contract calls upon you to work 191 days or more, then you will be paid for those holidays that fall within the beginning and ending dates of the school year.

If your contract for the 2011-2012 school year is for 260 days you are entitled to 12 paid holidays. The date with an ** indicates that the buildings are closed and the day will be unpaid due to the fact that there are 261 eligible work days from July 1, 2011 – June 30, 2012.

Independence Day	Monday	July 4, 2011
Labor Day *	Monday	September 5, 2011
Columbus Day *	Monday	October 10, 2011
Veterans Day *	Friday	November 11, 2011
Thanksgiving	Wednesday	November 23, 2011
Thanksgiving	Thursday	November 24, 2011
Thanksgiving	Friday	November 25, 2011
Non-Work Day**	Friday	December 23, 2011
Christmas	Monday	December 26, 2011
New Years	Friday	December 30, 2011
New Years	Monday	January 2, 2012
Martin Luther King Jr. Day *	Monday	January 16, 2012
Memorial Day *	Monday	May 28, 2012