



## 2024-2025 Employee Holiday/Break Schedule REVISED

The following is the official list of school holidays and break days for the 2024-2025 fiscal year (July 1, 2024 through June 30, 2025):

Thursday	July 4, 2024	Independence Day	Holiday
Friday	July 5, 2024	Day after July 4th	Holiday
Monday	September 2, 2024	Labor Day	Holiday
Friday	October 4, 2024	Fall Holiday	Holiday
Monday	October 28, 2024	Fall Holiday	Holiday
Monday	November 25, 2024	Thanksgiving Break	Break
Tuesday	November 26, 2024	Thanksgiving Break	Break
Wednesday	November 27, 2024	Day Before Thanksgiving	Holiday
Thursday	November 28, 2024	Thanksgiving Day	Holiday
Friday	November 29, 2024	Day After Thanksgiving	Holiday
Monday	December 23, 2024	Holiday Break	Break
Tuesday	December 24, 2024	Christmas Eve	Holiday
Wednesday	December 25, 2024	Christmas Day	Holiday
Thursday	December 26, 2024	Holiday Break	Break
Friday	December 27, 2024	Holiday Break	Break
Monday	December 30, 2024	Holiday Break	Break
Tuesday	December 31, 2024	New Year's Eve	Holiday
Wednesday	January 1, 2025	New Year's Day	Holiday
Thursday	January 2, 2025	Holiday Break	Break
Friday	January 3, 2025	Holiday Break	Break
Monday	January 20, 2025	Martin Luther King Jr. Day	Holiday
Monday	February 17, 2025	President's Day	Holiday
Tuesday	February 18, 2025	Mid-Winter Break	Break
Wednesday	February 19, 2025	Mid-Winter Break	Break
Thursday	February 20, 2025	Mid-Winter Break	Break
Friday	February 21, 2025	Mid-Winter Break	Break
Monday	March 31, 2025	Spring Break	Break
Tuesday	April 1, 2025	Spring Break	Break
Wednesday	April 2, 2025	Spring Break	Break
Thursday	April 3, 2025	Spring Break	Break
Friday	April 4, 2025	Spring Break	Break
Monday	April 21, 2025	Spring Holiday	Holiday
Monday	May 26, 2025	Memorial Day	Holiday
Thursday	June 19, 2025	Juneteenth	Holiday

## **School Holidays**

This calendar of school holidays is published each year. The number of holidays and the observed holidays may change from year to year subject to the Academic Calendar.

Eligible employees (minimum 0.6 FTE) are paid for observed school holidays. Eligible non-exempt employees who are required to work on a school holiday receive holiday pay in addition to pay for their worked hours.

Eligible part-time employees receive pro-rated holiday pay based on their part-time schedule.

## **School Breaks**

Menlo School encourages regular, benefit-eligible (minimum 0.6 FTE) employees to enjoy officially scheduled school breaks to the extent their work load permits.\* Official school breaks are defined as times during the school year when school is not in session and an official break is scheduled on the Menlo School Calendar.

The ability of an employee to take time off during officially scheduled school breaks is 1) subject to department needs and business demands, 2) is not guaranteed, 3) does not carry over from year to year, 4) does not result in an accrued benefit and therefore cannot be cashed out, and 5) does not result in additional compensation when time off is not available and an employee is required to work during the break.

A copy of the School Breaks policy is in the employee handbook. Please read the policy carefully, as it requires break days to be scheduled ahead of time in coordination with supervisors and consistent with departmental workload requirements.

Please note that the term "Holiday Break" is used to designate the officially scheduled school break that takes place at the end of the calendar year and that may extend through the first few days of the new calendar year. This is not to be confused with official school holidays.

\* Due to the nature of their work, employees in the Facilities department must request and receive approval for any time off in advance, regardless of this break schedule.