



Seminole Independent School District

Memo

*To: Building Principals, Custodians,
Maintenance & Transportation*

From: Toby Miller

Date: October 17, 2016

Re: Thanksgiving & Christmas Workdays and Hours

The following work schedules are expected to be followed by Maintenance, Transportation, and all Custodians. Do not deviate from this schedule without approval.

Custodians please make sure your areas in the building are secure and buses have left before you leave.

November 23, 2016	7:00 a.m. -11:00 a.m./Lunch/12:00 p.m.- 2:30 p.m. (You will get 8-hrs. credit)
November 24 & 25, 2016	Thanksgiving Holiday (Happy Thanksgiving to you!)
December 21 & 22, 2016	7:00 a.m.-12:00 p.m./Lunch/12:30 p.m.-3:30 p.m.
December 23, 26 & 27, 2016	Christmas Holiday (Merry Christmas to you!)
December 28 & 29, 2016	7:00 a.m.-12:00 p.m./Lunch/12:30 p.m.-3:30 p.m.
Dec. 30, 2016	7:00 a.m. -12:00 p.m. (You will get 8 hrs. credit)
Jan. 2, 2017	New Year Holiday (Happy New Year to you!)
Jan. 3, 2017	Regular workweek!

Your cooperation will be appreciated.

Sincerely,

Toby Miller