



SCHOOL BOARD OF POLK COUNTY

P.O. BOX 391
BARTOW, FLORIDA 33831

(863) 534-0500

1915 SOUTH FLORAL AVENUE
BARTOW, FLORIDA 33830

September 7, 2011

Board Members

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DISTRICT 5

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DISTRICT 2

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DISTRICT 6

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DISTRICT 7

C. WESLEY BRIDGES, II
General Counsel

Administration

SHERRIE B. NICKELL, Ed.D.
Superintendent

HRS Memo#: 12-003

Peg Brenner, Director, Personnel
(863) 534-0532/51351

**To: Principals; Assistant Principals; Principals' Secretaries;
District Office**
**From: Dennis F. Dunn, Interim Assistant Superintendent,
Human Resource Services**
Subject: Holiday Breaks, School Year 2011-2012

In planning ahead and keeping with previous District closures to conserve energy and contribute to the savings for this year's budget, all work sites will be closed as follows for the holiday periods within our 2011-2012 School Year:

Thanksgiving: All sites will close from November 21st through November 25th, 2011.

Winter Break: All sites will close from December 19th through December 30th, 2011.

Spring Break: All sites will close from March 12th through March 16th, 2012.

12-month employees will need to use either accrued Vacation or Personal Leave time for the following closure days:

- November 21st and 22nd
- December 19th, 20th, 21st
- March 12th, 13th, 14th

12-month non-exempt employees may also use accrued Compensatory Time to cover the above-mentioned days. All employees must complete the *Employee Application for Leave* form for supervisory review/approval in advance of these closures.

In making your plans, please remember the Hurricane season is not officially over, and if we do encounter days off, we will use Monday, November 21st and Tuesday, November 22nd prior to Thanksgiving, as outlined in our District calendar. (An annual Board Meeting will take place Tuesday, November 22nd at 9:00 a.m., which will require attendance by Associate and Assistant Superintendents and some Senior Directors.)

Appropriate notification will need to be made to your students, parents, and community members through weekly newsletters, building marquees and notices at the building's main entrance of the hours/days of closure and dates for reopening. Notice must also be provided to the U.S. Postal Service, Federal Express, UPS and other vendors with which you conduct business as to when deliveries can resume.

During all closures, work orders will not be performed at any work location. Payday for all employees in December will be Friday, December 16, 2011.