



SCHOOL BOARD OF POLK COUNTY

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September 1, 2009

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General Counsel

Administration

GAIL F. MCKINZIE, Ph.D.
Superintendent

HRS #10-003

**Contact: Ron Ciranna, J.D.
Assistant Superintendent, HRS**

**To: Associate Superintendents, Assistant Superintendents,
Senior Directors, Directors, Principals, Assistant
Principals, Principal's Secretaries**

From: Gail F. McKinzie, Ph.D., Superintendent

Subject: Thanksgiving and Winter Holidays

In order to conserve energy and contribute to the savings of the District's budget, all work sites will be closed during the Thanksgiving and Winter Holidays.

In making your plans, please remember the Hurricane season is not officially over and, if we do encounter days off, we will then use Monday, November 23rd and possibly Tuesday, November 24th prior to Thanksgiving as originally outlined in our District calendar.

- During Thanksgiving Week, 12-month employees may use either vacation or personal leave days to cover the first two (2) days of the week, November 23-24, 2009. Employee days off for Thanksgiving are Wednesday through Friday, November 25-27, 2009. If your building is scheduled for any work orders that cannot be completed during the normal work week, you will need to ensure someone on your staff is available with the proper keys and codes to allow for the completion of such projects.
- Employee days off for Winter Holidays are December 24-25, 28, 31, 2009 and January 1, 2010. During the Winter Holidays, 12-month employees may use either vacation or personal leave to cover the first three (3) days of the first week of the Holiday, December 21-23, 2009. 12-month employees will be granted a one time leave of two (2) days December 29-30, 2009 in order to save energy costs. These two (2) days will not be deducted from the employee's accrued vacation or personal leave.
- For employees who have not accrued the necessary vacation or personal leave to be applied to the above days, the employee will

have the opportunity to earn Compensatory time to be applied only for such usage. This accumulation of Compensatory time will be limited to this specific set of circumstances during our critical budget situation and must be approved by the employee's supervisor.

Appropriate notification will need to be made to your students, parents and community members through weekly newsletters, building marquee and notice 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.

You must also notify your Senior Director, or immediate supervisor, as to whether or not your building will be closed for Thanksgiving week, or what the revised hours of operation will be in case you have work orders scheduled.

If you will have work orders pending during Thanksgiving week, please confirm with Mr. Fred Murphy, Assistant Superintendent, Support Services or Mr. Abdu Taguri, Assistant Superintendent, Information Systems and Technology, to ensure you have the appropriate coverage for the time and date(s) the work is scheduled.

Thank you for your assistance during this time of diminishing resources.