



**Educational Service
Center**
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Memo

To: All Employees
From: Michael R. Dewey, Superintendent
Date: May 19, 2008
Re: **HOLIDAY SCHEDULE FOR 2008-2009**

Listed below is the Holiday Schedule for 2008-2009

Independence Day	Friday, July 4, 2008
Labor Day:	Monday, September 1, 2008
Thanksgiving:	Thursday and Friday, November 27-28, 2008
Christmas Holiday:	Wednesday and Thursday, December 24-25, 2008
New Year's Holiday:	Wednesday and Thursday, December 31, 2008 and January 1, 2009
Good Friday:	Friday, April 10, 2009
Memorial Day:	Monday, May 25, 2009

Pay for these Holidays are according to your bargaining agreement or policy. If you have any questions, please direct them to your supervisor.

MD:bdp

H:DO\Holiday 2008-09

INVOICES & EXPENSE REPORTS DUE TO A/P	DAY OF WEEK		CHECK DATE	DAY OF WEEK
July 3, 2008	THURSDAY		July 11, 2008	FRIDAY
July 17, 2008	THURSDAY		July 25, 2008	FRIDAY
July 31, 2008	THURSDAY		August 8, 2008	FRIDAY
August 14, 2008	THURSDAY		August 22, 2008	FRIDAY
August 29, 2008	FRIDAY		September 5, 2008	FRIDAY
September 12, 2008	FRIDAY		September 19, 2008	FRIDAY
September 26, 2008	FRIDAY		October 3, 2008	FRIDAY
October 10, 2008	FRIDAY		October 17, 2008	FRIDAY
October 24, 2008	FRIDAY		October 31, 2008	FRIDAY
November 7, 2008	FRIDAY		November 14, 2008	FRIDAY
November 19, 2008	WEDNESDAY		November 26, 2008	WEDNESDAY
December 5, 2008	FRIDAY		December 12, 2008	FRIDAY
December 19, 2008	FRIDAY		December 26, 2008	FRIDAY
January 2, 2009	FRIDAY		January 9, 2009	FRIDAY
January 16, 2009	FRIDAY		January 23, 2009	FRIDAY
January 30, 2009	FRIDAY		February 6, 2009	FRIDAY
February 13, 2009	FRIDAY		February 20, 2009	FRIDAY
February 27, 2009	FRIDAY		March 6, 2009	FRIDAY
March 13, 2009	FRIDAY		March 20, 2008	FRIDAY
March 27, 2009	FRIDAY		April 3, 2009	FRIDAY
April 9, 2008	THURSDAY		April 17, 2009	FRIDAY
April 24, 2009	FRIDAY		May 1, 2009	FRIDAY
May 8, 2009	FRIDAY		May 15, 2009	FRIDAY
May 22, 2009	FRIDAY		May 29, 2009	FRIDAY
June 5, 2009	FRIDAY		June 12, 2009	FRIDAY
June 19, 2009	FRIDAY		June 26, 2009	FRIDAY
July 2, 2009	THURSDAY		July 10, 2009	FRIDAY
July 17, 2009	FRIDAY		July 24, 2009	FRIDAY

Months of Travel/Receipts:		Expense Reports Due to A/P:
July, August, September 2008		October 30, 2008
October, November, December 2008		January 30, 2009
January, February, March 2009		April 30, 2009
April, May, June 2009		July 30, 2009

TIME SHEETS DUE TO PAYROLL DEPT	DAY OF WEEK		PAYDATE	DAY OF WEEK
July 3, 2008	THURSDAY		July 11, 2008	FRIDAY
July 17, 2008	THURSDAY		July 25, 2008	FRIDAY
July 31, 2008	THURSDAY		August 8, 2008	FRIDAY
August 14, 2008	THURSDAY		August 22, 2008	FRIDAY
August 29, 2008	FRIDAY		September 5, 2008	FRIDAY
September 12, 2008	FRIDAY		September 19, 2008	FRIDAY
September 26, 2008	FRIDAY		October 3, 2008	FRIDAY
October 10, 2008	FRIDAY		October 17, 2008	FRIDAY
October 24, 2008	FRIDAY		October 31, 2008	FRIDAY
November 7, 2008	FRIDAY		November 14, 2008	FRIDAY
November 19, 2008	WEDNESDAY		November 26, 2008	WEDNESDAY
December 5, 2008	FRIDAY		December 12, 2008	FRIDAY
December 19, 2008	FRIDAY		December 26, 2008	FRIDAY
January 2, 2009	FRIDAY		January 9, 2009	FRIDAY
January 16, 2009	FRIDAY		January 23, 2009	FRIDAY
January 30, 2009	FRIDAY		February 6, 2009	FRIDAY
February 13, 2009	FRIDAY		February 20, 2009	FRIDAY
February 27, 2009	FRIDAY		March 6, 2009	FRIDAY
March 13, 2009	FRIDAY		March 20, 2008	FRIDAY
March 27, 2009	FRIDAY		April 3, 2009	FRIDAY
April 9, 2008	THURSDAY		April 17, 2009	FRIDAY
April 24, 2009	FRIDAY		May 1, 2009	FRIDAY
May 8, 2009	FRIDAY		May 15, 2009	FRIDAY
May 22, 2009	FRIDAY		May 29, 2009	FRIDAY
June 5, 2009	FRIDAY		June 12, 2009	FRIDAY
June 19, 2009	FRIDAY		June 26, 2009	FRIDAY
July 2, 2009	THURSDAY		July 10, 2009	FRIDAY
July 17, 2009	FRIDAY		July 24, 2009	FRIDAY