



**2025-26 - Schedule of Holidays/Time Off**

for

**Exempt P-12 Administrators'**

**12 month P-12 Non-Classified/Non-Instructional  
and P-12 Administrative Secretaries**


**(10-month P-12 Non-Classified/Non-Instructional share the same schedule as the teachers)**

**The work schedule for 11-Months P-12 Non-Classified/Non-Instructional is from August 1st-June 30th. When schools are closed, they should enter a vacation day in AESOP unless their supervisors authorized them to work on those days. Remaining vacation days should be used prior to June 30th after students leave for the summer break.**

- July 4, 2025 - Independence Day
- September 1, 2025 - Labor Day
- November 26, 2025 - Conference Release Day\*  
*(Employees may schedule any other day off if their work schedule does not permit them to take this day off. ASC must remain open, so department schedules must be coordinated.)*
- November 27 & 28, 2025 - Thanksgiving
- December 24, 2025 – January 2, 2026 - Winter Break
- January 19, 2026 - Martin Luther King Day
- April 3, 2026 - Spring Holiday-Easter
- May 25, 2026 - Memorial Day
- Floating Day - Conference Release Day\*  
*(Employees may schedule any day off if their work schedule permits.)*

The Friday of November 28, 2025 shall be a day compensated for but shall not be considered a holiday.

**\*Conference Release Days must be added to AESOP. Conference Release is an option listed under “Absence Reason”.**

  
\_\_\_\_\_  
Glenn M. Maleyko, PhD., Superintendent