



To: Menlo School Employees
Date: January 23, 2023
From: Carla Diez-Canseco, Human Resources
Re: 2023-2024 Holiday/Break Schedule

The following is the official list of school holidays and break days for the 2023-2024 fiscal year (July 1, 2023 through June 30, 2024):

Monday	July 3, 2023	Day before July 4th	Holiday
Tuesday	July 4, 2023	Independence Day	Holiday
Monday	September 4, 2023	Labor Day	Holiday
Monday	September 25, 2023	Fall Holiday	Holiday
Monday	October 23, 2023	Fall Holiday	Holiday
Monday	November 20, 2023	Thanksgiving Break	Break
Tuesday	November 21, 2023	Thanksgiving Break	Break
Wednesday	November 22, 2023	Day Before Thanksgiving	Holiday
Thursday	November 23, 2023	Thanksgiving Day	Holiday
Friday	November 24, 2023	Day After Thanksgiving	Holiday
Wednesday	December 20, 2023	Holiday Break	Break
Thursday	December 21, 2023	Holiday Break	Break
Friday	December 22, 2023	Holiday Break	Break
Monday	December 25, 2023	Christmas Day (celebrated)	Holiday
Tuesday	December 26, 2023	Day after Christmas	Holiday
Wednesday	December 27, 2023	Holiday Break	Break
Thursday	December 28, 2023	Holiday Break	Break
Friday	December 29, 2023	New Year's Eve (celebrated)	Holiday
Monday	January 1, 2024	New Year's Day (celebrated)	Holiday
Tuesday	January 2, 2024	Holiday Break	Break
Monday	January 15, 2024	Martin Luther King Jr. Day	Holiday
Monday	February 19, 2024	President's Day	Holiday
Tuesday	February 20, 2024	Mid-Winter Break	Break
Wednesday	February 21, 2024	Mid-Winter Break	Break
Thursday	February 22, 2024	Mid-Winter Break	Break
Friday	February 23, 2024	Mid-Winter Break	Break
Monday	April 8, 2024	Spring Break	Break
Tuesday	April 9, 2024	Spring Break	Break
Wednesday	April 10, 2024	Spring Break	Break
Thursday	April 11, 2024	Spring Break	Break
Friday	April 12, 2024	Spring Break	Break
Monday	May 27, 2024	Memorial Day	Holiday
Wednesday	June 19, 2024	Juneteenth	Holiday

School Holidays

This calendar of school holidays is published each year. The number of holidays and the observed holidays may change from year to year subject to the Academic Calendar.

Eligible employees (minimum 0.6 FTE) are paid for observed school holidays. Eligible non-exempt employees who are required to work on a school holiday receive holiday pay in addition to pay for their worked hours.

Eligible part-time employees receive pro-rated holiday pay based on their part-time schedule.

School Breaks

Menlo School encourages regular, benefit-eligible (minimum 0.6 FTE) employees to enjoy officially scheduled school breaks to the extent their work load permits.* Official school breaks are defined as times during the school year when school is not in session and an official break is scheduled on the Menlo School Calendar.

The ability of an employee to take time off during officially scheduled school breaks is 1) subject to department needs and business demands, 2) is not guaranteed, 3) does not carry over from year to year, 4) does not result in an accrued benefit and therefore cannot be cashed out, and 5) does not result in additional compensation when time off is not available and an employee is required to work during the break.

A copy of the School Breaks policy is in the employee handbook. Please read the policy carefully, as it requires break days to be scheduled ahead of time in coordination with supervisors and consistent with departmental workload requirements.

Please note that the term “Holiday Break” is used to designate the officially scheduled school break that takes place at the end of the calendar year and that may extend through the first few days of the new calendar year. This is not to be confused with official school holidays.

* Due to the nature of their work, employees in the Facilities department must request and receive approval for any time off in advance, regardless of this break schedule.