



# Human Resources

# MEMO

Hemet Unified School District

**DATE:** July 1, 2104  
**TO:** Cabinet, Directors, Principals, Assistant Principals, and Coordinators  
**FROM:** LaFaye Platter, Deputy Superintendent, Human Resources  
**SUBJECT:** District Office and Site Dark Days

The District Office and all sites will be closed on the following dates:

- July 4, 2014
- September 1, 2014
- November 11, 2014
- November 24 – 28, 2014
- December 22, 2014 – January 2, 2015
- January 19, 2015
- February 16-20, 2015
- March 30, 2015 - April 3, 2015
- May 25, 2015

**Principals**, please announce this information through your Parent Link, websites, newsletters, teacher newsletters and by any other means you deem necessary.

**All Supervisors**, Please schedule a time to review the appropriate calendar with your staff members (excluding teachers). The Dark Days should be scheduled as vacation days first then the additional vacation days scheduled in collaboration with the employee and you.

**District Office Staff**, please remind staff in your site/department that the District Office will be alarmed during these times and they are to enter at the appropriate entrance door to check/disarm the alarm, and alarm upon exit. They should only disarm their department because other parts of the building may or may not be occupied at the time. Do not "DISARM ALL."

*It is important to shut down sites during these breaks for cost savings purposes. This allows dollars to be better utilized during the instructional day. Also, this is when planned maintenance and facilities projects occur. Please do not plan to be on campus unless an exception has been approved by your administrator and you have pre planned with the Energy Management Office.*