

**FRANKLIN TOWNSHIP PUBLIC SCHOOLS**  
**Somerset, NJ 08873**

***Interoffice Memorandum***

TO: All FTEA Secretarial Employees and Non-Aligned Clerical Employees

FROM: Brian Bonanno, Assistant Superintendent for Business

RE: Paid Holidays 2023-2024 School Year

DATE: June 16, 2023

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The Superintendent has approved the following list of paid holidays for FTEA secretarial employees for the 2023-2024 school year:

Pursuant to Article 30(A) of the F.T.E.A. contract, twelve-month employees will receive twenty (20) paid holidays and 10, 10.5 and 11-month employees will receive nineteen (19) paid holidays as noted below:

July 4, 2023 (12-month employees only)	Independence Day (1)
September 4, 2023	Labor Day (1)
November 10, 2023	Fall Recess (1)
November 23 & 24, 2023	Thanksgiving Recess (2)
December 25 through 29, 2023	Winter Recess (5)
January 1, 2024	Winter Recess (1)
January 15, 2024	Martin Luther King Jr. Birthday (1)
February 19, 2024	Presidents' Day (1)
March 29, 2024	Spring Recess (1)
April 1, 2024	Spring Recess (1)
May 27, 2024	Memorial Day (1)

The remaining four (4) holidays for clericals, may be taken at any time during the 2023-2024 school year with the prior approval of the employee's immediate supervisor. Please remember that unused "floating" holidays cannot be carried over from one school year for use in the next school year.

Additionally, in accordance with a sidebar agreement between the FTEA and the BOE clerical staff will have one additional Holiday for the 2023-2024 school year as designated below.

June 21, 2024

Juneteenth (1)

c: Dr. John Ravally, Superintendent of Schools  
Cabinet  
Principals & Directors  
Supervisors