

PLEASE POST OR ROUTE

The year 2017 has brought an opportunity for the University to award one additional paid holiday! In addition to the standard 10 paid holidays, the President and his Staff have awarded Monday, July 3 as a paid holiday. In 2018, we will return to our regular holiday schedule.

The paid holidays we will observe are as follows:

2017 UNIVERSITY HOLIDAY SCHEDULE	
Good Friday	Friday, April 14
Memorial Day	Monday, May 29
Independence Day	Monday, July 3 <i>and</i> Tuesday, July 4
Labor Day	Monday, September 4
Thanksgiving	Thursday, November 23, and Friday, November 24
Christmas	Monday, December 25, Tuesday, December 26
New Year's	Friday, December 29, Monday, January 1

In addition, the University will be officially closed December 27 and 28 so that employees may have the opportunity to celebrate with family during the week of Christmas through New Year's. All essential functions of the University must continue to operate effectively during the extended break. Those areas include admission, advancement, campus police and the physical plant.

The summer flextime schedule will begin Monday, May 15. We will return to regular hours Monday, August 14. All offices will be expected to be open and staffed from 8:30 a.m. to 4:00 p.m. Departments are encouraged to begin planning and coordinating vacation schedules.

Please contact me, or any member of the HR staff, if you have questions. (#7517)

Thank you.

Mary Beth Walter
Director, Human Resources