

PLEASE POST OR ROUTE

The paid holidays observed for 2018 are as follows:

2018 UNIVERSITY HOLIDAY SCHEDULE	
Good Friday	Friday, March 30
Memorial Day	Monday, May 28
Independence Day	Wednesday, July 4
Labor Day	Monday, September 3
Thanksgiving	Thursday, November 22, and Friday, November 23
Christmas	Monday, December 24, Tuesday, December 25
New Year's	Monday, December 31, Tuesday, January 1

In addition, the University will be officially closed December 26-28 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 14. We will return to regular hours Monday, August 13. 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