

## 2023 UNIVERSITY HOLIDAY SCHEDULE

New Year's Day	Monday, January 2
Good Friday	Friday, April 7
Memorial Day	Monday, May 29
Independence Day	Monday, July 3* and Tuesday, July 4
Labor Day	Monday, September 4
Thanksgiving	Thursday, November 23 and Friday, November 24
Christmas	Monday, December 25 and Tuesday, December 26
New Year's Eve	Friday, December 29 and Monday, January 1 (2024 holiday)

## 2023 UNIVERSITY HOLIDAY SHUT-DOWN SCHEDULE

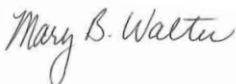
University shut-down (Shut-down days are not university holidays but are listed to provide additional information)	Wednesday, December 27 and Thursday, December 28
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The university will be officially closed December 27 through 28 to allow employees to enjoy additional time off to celebrate with family during the holidays. All essential functions of the university must continue to operate effectively during the extended break. These areas normally include but are not limited to the following divisions - Admission, Advancement, Police, Facilities Management, and others as deemed necessary. Please see your leadership for further clarification and schedule needs if applicable.

*\*July 3<sup>rd</sup> is an exception to the normal holiday schedule and is approved only for the 2023 Holiday Schedule.*

Please contact any member of the HR team at [hure-mail@wittenberg.edu](mailto:hure-mail@wittenberg.edu) if you have questions.

Best Regards,



Mary Beth Walter  
Assistant VP Finance & Administration and Director, Human Resources