

## HOLIDAY SCHEDULE 2017

To assist you in your personal planning for the upcoming holidays, the following is a list of University holidays through New Year's Day 2018. All full-time employees are eligible for holiday pay; see Staff Handbook for additional information.

<b>Martin Luther King, Jr. Day</b>	Monday, January 16, 2017	University Closed
<b>Good Friday:</b>	Friday, April 14, 2017	University Closed
<b>Memorial Day:</b>	Monday, May 29, 2017	University Closed
<b>July 4:</b>	Tuesday, July 4, 2017	University Closed
<b>Labor Day:</b>	Monday, September 4, 2017	University Closed
<b>Veterans Day:</b>	Friday, November 10, 2017	University Closed
<b>Thanksgiving:</b>	Thursday, November 23, 2017 Friday, November 24, 2017	University Closed University Closed
<b>Christmas through New Year's Day:</b>	Thursday, Dec. 21 and Friday, Dec. 22 <sup>nd</sup> Monday, Dec. 25 through Friday, Dec. 29 <sup>th</sup> Monday, January 1, 2018	University Closed University Closed University Closed

**Float Days - NOTE- This is a change from past years** --- All full-time staff employees will receive an additional 2 float days off which can be taken during the calendar year (in the past it was requested that float days be taken in November and December). This will improve flexibility for employees.

All essential University functions must be maintained during the holidays and scheduling must be arranged within the department. The appropriate Vice President will work with staff to coordinate the schedule during these days and make provisions for affected staff to take other days off accordingly. Hourly employees in categories who are required to work on the holiday will be paid according to University Policy.

**Note:** The November pay date for monthly paid employees will be on Tuesday, November 21, 2017 and the December pay date will be on Tuesday, December 19, 2017. The hourly employee pay date in November will be on Tuesday, November 21, 2017, and in December, Tuesday, December 19, 2017.