

HOLIDAY SCHEDULE 2018

To assist you in your personal planning for the upcoming holidays, the following is a list of University holidays through New Year's Day 2019. All full-time employees are eligible for holiday pay; see Staff Handbook for additional information.

Martin Luther King, Jr. Day	Monday, January 15, 2018	University Closed
Good Friday:	Friday, March 30, 2018	University Closed
Memorial Day:	Monday, May 28, 2018	University Closed
July 4:	Wednesday, July 4, 2018	University Closed
Labor Day:	Monday, September 3, 2018	University Closed
Veterans Day:	Monday, November 12, 2018	University Closed
Thanksgiving:	Wednesday, November 21, 2018 Thursday, November 22, 2 Friday, November 23, 2018	University Closed University Closed University Closed
Christmas through New Year's Day:	Friday, December 21, 2018 Monday, Dec. 24 through Friday, Dec. 28, 2018 Monday, Dec. 31 and Tuesday, January 1, 2019	University Closed University Closed University Closed

Float Days --- Full-time staff employees receive 2 float days which must be taken anytime in the current calendar year (any float days not taken within the current calendar year will be forfeited). Please see Staff Handbook, page 45, for additional information.

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 Monday, November 19, 2018 and the December pay date will be on Wednesday, December 19, 2018. The hourly employee pay date in November will be on Monday, November 19, 2018, and in December, Wednesday, December 19, 2018.