To: All Staff

RE: 2017 Observed Holidays

**Holiday** **Date Observed**

New Year’s Day Monday, January 2, 2017

Martin Luther King Jr. Day Monday, January 16, 2017

President’s Day Monday, February 20, 2017

Good Friday Friday, April 14, 2017

Memorial Day Monday, May 29, 2017

Independence Day Tuesday, July 4, 2017

Labor Day Monday, September 4, 2017

Columbus Day Monday, October 9, 2017

Election Day Tuesday, November 7, 2017

Veteran’s Day Friday, November 10, 2017

Thanksgiving Day Thursday, November 23, 2017

Christmas Day Monday, December 25, 2017

New Year’s Day Monday, January 1, 2018

Please be advised the University will be closed on January 16, 2017 in observance of Martin Luther King Jr. Day and on Monday, February 20, 2017 in observance of President’s Day. All personnel will be off with the exception of Security and Power Plant staff.

Classes will be in session on Columbus Day, Election Day and Veteran’s Day. Classified staff with the exception of Medical Services, Mail Room, Public Safety, Power Plant and essential Facilities personnel have the option of working on these days.

The University offices will be closed from Tuesday, December 26, 2017 through Monday, January 1, 2018. Only essential employees will be permitted to work during this period. The other four days may be charged to vacation leave, administrative leave, or compensatory time. An employee may also elect not to be paid. AFT employees may utilize PLB days.