



To: All Staff
RE: 2018 Observed Holidays

<u>Holiday</u>	<u>Date Observed</u>
New Year's Day	Monday, January 1, 2018
Martin Luther King Jr. Day	Monday, January 15, 2018
President's Day	Monday, February 19, 2018
Good Friday	Friday, March 30, 2018
Memorial Day	Monday, May 28, 2018
Independence Day	Wednesday, July 4, 2018
Labor Day	Monday, September 3 2018
Columbus Day	Monday, October 8, 2018
Election Day	Tuesday, November 6, 2018
Veteran's Day	Monday, November 12 2018
Thanksgiving Day	Thursday, November 22, 2018
Christmas Day	Tuesday December 25, 2018
New Year's Day	Tuesday, January 1, 2019

Please be advised the University will be closed on January 15, 2018 in observance of Martin Luther King Jr. Day and on Monday, February 19, 2018 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 Wednesday, December 26, 2018 through Monday, December 31, 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.