



## HOLIDAY SCHEDULE

**Date:** February 6, 2015  
**To:** All Department and Area Heads  
**From:** Evelyn Miller-Suber, Director, Human Resources  
**Subject:** 2015 - 2016 Holiday Schedule for Administrative, Secretarial and Clerical Staff

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The following is the holiday schedule for the 2015 - 2016 Academic Year:

Monday	September 7, 2015	Labor Day (Designated Holiday)
Thursday	November 26, 2015	Thanksgiving Day
Friday	November 27, 2015	Day after Thanksgiving Day
Thursday*	December 24, 2015	Christmas Eve Holiday
Friday*	December 25, 2015	Christmas Day Holiday
Monday*	December 28, 2015	Designated Holiday
Tuesday*	December 29, 2015	Designated Holiday
Wednesday*	December 30, 2015	Designated Holiday
Thursday*	December 31, 2015	Designated Holiday
Friday*	January 1, 2016	New Year's Day Holiday
Monday	January 18, 2016	Martin Luther King, Jr. Birthday
Monday	February 15, 2016	President's Day
Friday	March 25, 2016	Good Friday
Monday	May 30, 2016	Memorial Day
Monday	July 4, 2016	Independence Day

\*The University's extended break will be from Thursday, December 24, 2015 through Friday, January 1, 2016 in lieu of the December/January Floating Holidays. The normal University work schedules will resume on Monday, January 4, 2016.

In addition, full-time staff members may also elect the following:

Two (2) days to be taken as religious holidays or during the spring recess, in accordance with supervisor's approval and operating requirements of the department, and the applicable Collective Bargaining Agreement. **These Floating Holidays may not be taken in half-days or hours.**

**NOTE:** This schedule does **NOT** apply to Plant and Public Safety staff. Plant and Public Safety staff members should consult with their supervisors.

**\*\*PLEASE POST\*\***