Millersville University
SEIZE THE OPPORTUNITY

TO: University Community

FROM: Melanie A. DeSantis
             Executive Director of Human Resources

DATE: December 15, 2017

RE: 2018-2019 University Operations Holiday Schedule

The 2018-2019 Holiday Closing Schedule appears below. It reflects the seven major holidays, observed as they occur during the year, and the three deferred holidays observed during the period between Christmas and the New Year.

2018-2019
UNIVERSITY OPERATIONS HOLIDAY SCHEDULE

New Year's Day (observed)	01/01/18	Monday
Martin Luther King, Jr. Day	01/15/18 [1]	Monday
Memorial Day	05/28/18	Monday
Independence Day	07/04/18	Wednesday
Labor Day	09/03/18	Monday
Thanksgiving Day	11/22/18	Thursday
Day after Thanksgiving Day	11/23/18 [2]	Friday
Christmas Day	12/25/18	Tuesday
	12/26/18 [3]	Wednesday
	12/27/18 [4]	Thursday
	12/28/18 [4]	Friday
	12/31/18 [4]	Monday
New Year's Day (2019)	01/01/19	Tuesday

[1] This holiday is treated as a major holiday for all employees.

[2] All University operations, except University Police services and other designated services, will be suspended on Friday, November 23, 2018. It is not an official holiday except for those people covered under the AFSCME bargaining unit. All other staff are encouraged to apply for annual or personal leave in lieu of reporting to work on that day. Employees requesting annual or personal leave must submit a request through ESS or submit a Request for Leave form to their supervisor by November 9, 2018.

[3] All University operations, except University Police services and other designated services, will be suspended on Wednesday, December 26, 2018. All other staff are encouraged to apply for annual or personal leave in lieu of reporting to work on that day. Employees requesting annual or

personal leave must submit a request through ESS or submit a Request for Leave form to their supervisor by December 7, 2018.

[4] These days account for the three deferred holidays: Presidents' Day (Monday, February 19, 2018), Columbus Day (Monday, October 8, 2018), and Veterans Day observed (Monday, November 12, 2018).