

Office of Human Resources  
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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 <sup>1</sup> | 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 <sup>2</sup> | Friday    |
| Christmas Day               | 12/25/18              | Tuesday   |
|                             | 12/26/18 <sup>3</sup> | Wednesday |
|                             | 12/27/18 <sup>4</sup> | Thursday  |
|                             | 12/28/18 <sup>4</sup> | Friday    |
|                             | 12/31/18 <sup>4</sup> | Monday    |
| New Year's Day (2019)       | 01/01/19              | Tuesday   |

<sup>1</sup> This holiday is treated as a major holiday for all employees.

<sup>2</sup> 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.

<sup>3</sup> 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.

<sup>4</sup> 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).