MURRAY STATE UNIVERSITY

your world to explore

Subject: Summer Hours for 2013 and Holiday Schedule for Fiscal Year 2013-2014

Date: Monday, February 25, 2013

To: University Faculty & Staff

From: Tom Hoffacker, Director of Human Resources Tom

Effective Monday, June 3, 2013 through Friday, July 26, 2013, the University will operate on a 7:30 a.m. to 4:00 p.m. schedule. This change will affect those employees who are currently scheduled to work from 8:00 a.m. to 4:30 p.m. Other operations will not be affected by this schedule change.

Following is the holiday schedule for the 2013-2014 fiscal year. This schedule applies to all faculty and staff except faculty members on academic year contracts.

1. Independence Day..... Thursday, July 4, 2013
2. Labor Day ..... Monday, September 2, 2013
3. Fall Break, Day 1*..... Thursday, September 26, 2013
4. Fall Break, Day 2 ..... Friday, September 27, 2013
5. Thanksgiving, Wednesday prior ..... Wednesday, November 27, 2013
6. Thanksgiving Day ..... Thursday, November 28, 2013
7. Thanksgiving, Friday following..... Friday, November 29, 2013
8. Christmas, Administrative Closure Day 1 ..... Monday, December 23, 2013
9. Christmas Eve..... Tuesday, December 24, 2013
10. Christmas Day ..... Wednesday, December 25, 2013
11. Christmas, Administrative Closure Day 2 ..... Thursday, December 26, 2013
12. Christmas, Administrative Closure Day 3 ..... Friday, December 27, 2013
13. Energy Savings Day 1 ..... Monday, December 30, 2013
14. New Year's Eve..... Tuesday, December 31, 2013
15. New Year's Day ..... Wednesday, January 1, 2014
16. Energy Savings Day 2 ..... Thursday, January 2, 2014
17. Energy Savings Day 3 ..... Friday, January 3, 2014
18. Martin Luther King, Jr.'s Birthday ..... Monday, January 20, 2014
19. Spring Break, Day 1 ..... Wednesday, March 19, 2014
20. Spring Break, Day 2 ..... Thursday, March 20, 2014
21. Spring Break, Day 3 ..... Friday, March 21, 2014
22. Memorial Day ..... Monday, May 26, 2014

*This schedule includes an additional holiday for staff from past years. This year, Fall Break, **Day 1** and Day 2 are for **both** faculty and staff. In previous years, only faculty received Fall Break, Day 1, and faculty & staff received Fall Break, Day 2.

An identical list of holidays is on the attached calendar.

This schedule is established in accordance with policy number IV D in the Murray State University Personnel Policies and Procedures Manual. The calendar and policies are available at http://www.murraystate.edu/hr. Questions about this schedule should be addressed to HR at 270-809-2146 or msu.hr@murraystate.edu.

MURRAY STATE UNIVERSITY

2013-2014

Faculty and Staff Holiday Calendar

July 2013

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2013

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2013

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2013

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2013

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2013

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2014

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2014

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2014

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2014

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2014

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2014

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Holidays

July 4 - Independence Day

Sept. 2 - Labor Day

Sept. 26 - Fall Break, Day 1
Sept. 27 - Fall Break, Day 2

Nov. 27 - Thanksgiving Break
Nov. 28 - Thanksgiving Break
Nov. 29 - Thanksgiving Break

Dec. 23 - Administrative Closure Day 1
Dec. 24 - Christmas Eve
Dec. 25 - Christmas
Dec. 26 - Administrative Closure Day 2
Dec. 27 - Administrative Closure Day 3
Dec. 30 - Energy Savings Day 1
Dec. 31 - New Year's Eve

Jan. 1 - New Year's Day
Jan. 2 - Energy Savings Day 2
Jan. 3 - Energy Savings Day 3
Jan. 20 - MLK Birthday

March 19 - Spring Break
March 20 - Spring Break
March 21 - Spring Break

May 26 - Memorial Day