



Human Resources

Subject: Summer Hours for 2017 and Holiday and Planned Closure Calendar for Fiscal Year 2017-2018  
Date: March 28, 2017  
To: University Faculty & Staff  
From: Joyce B. Gordon, Director of Human Resources

Effective Monday, June 5, 2017 through Friday, August 4, 2017, 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.

The following is the holiday schedule for the 2017-2018 fiscal year. This schedule applies to all faculty and staff except faculty members on academic year contracts.

1. Independence Day..... Tuesday, July 4, 2017
2. Labor Day..... Monday, September 4, 2017
3. Fall Break, Day 1..... Thursday, October 5, 2017
4. Fall Break, Day 2..... Friday, October 6, 2017
5. Thanksgiving, Wednesday prior..... Wednesday, November 22, 2017
6. Thanksgiving Day..... Thursday, November 23, 2017
7. Thanksgiving, Friday following..... Friday, November 24, 2017
8. Christmas, Administrative Closure Day 1..... Monday, December 18, 2017
9. Christmas, Administrative Closure Day 2..... Tuesday, December 19, 2017
10. Christmas, Administrative Closure Day 3..... Wednesday, December 20, 2017
11. Christmas, Administrative Closure Day 4..... Thursday, December 21, 2017
12. Christmas Eve *observed*..... Friday, December 22, 2017
13. Christmas Day..... Monday, December 25, 2017
14. Energy Savings Day 1..... Tuesday, December 26, 2017
15. Energy Savings Day 2..... Wednesday, December 27, 2017
16. Energy Savings Day 3..... Thursday, December 28, 2017
17. New Year's Eve *observed*..... Friday, December 29, 2017
18. New Year's Day..... Monday, January 1, 2018
19. Martin Luther King, Jr. Day..... Monday, January 15, 2018
20. Spring Break, Day 1..... Wednesday, March 21, 2018
21. Spring Break, Day 2..... Thursday, March 22, 2018
22. Spring Break, Day 3..... Friday, March 23, 2018
23. Memorial Day..... Monday, May 28, 2018