

TO: University Community

FROM: Charmayne Brubaker  
Acting Director of Human Resources

DATE: November 19, 2018

RE: 2019-2020 University Operations Holiday Schedule

The 2019-2020 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.

**2019-2020  
UNIVERSITY OPERATIONS HOLIDAY SCHEDULE**

New Year's Day (observed)	01/01/19	Tuesday
Martin Luther King, Jr. Day	01/21/19 <sup>1</sup>	Monday
Memorial Day	05/27/19	Monday
Independence Day	07/04/19	Thursday
Labor Day	09/02/19	Monday
Thanksgiving Day	11/28/19	Thursday
Day after Thanksgiving Day	11/29/19 <sup>2</sup>	Friday
Christmas Day	12/25/19	Wednesday
	12/26/19 <sup>3</sup>	Thursday
	12/27/19 <sup>4</sup>	Friday
	12/30/19 <sup>4</sup>	Monday
	12/31/19 <sup>4</sup>	Tuesday
New Year's Day (2020)	01/01/20	Wednesday

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<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 29, 2019. 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 8, 2019.

<sup>3</sup> All University operations, except University Police services and other designated services, will be suspended on Thursday, December 26, 2019. 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 6, 2019.

<sup>4</sup> These days account for the three deferred holidays: Presidents' Day (Monday, February 18, 2019), Columbus Day (Monday, October 14, 2019), and Veterans Day observed (Monday, November 11, 2019).