

## 2018 HOLIDAY SCHEDULE

**Standard paid holidays for regular full-time employees for the 2018 calendar year:**

Monday, January 1	New Year's Day
Friday, March 30	Good Friday
Monday, May 28	Memorial Day
Wednesday, July 4	Independence Day
Monday, September 3	Labor Day
Thursday, November 22	Thanksgiving Day
Tuesday, December 25	Christmas
Tuesday, January 1, 2019	New Year's

Cabinet officers may approve, in advance, a substitute holiday **during the 30 days before or 30 days after the scheduled holiday** for any employee who is **required** to work on the designated holiday.

### **In Addition:**

The following additional paid days off (PDO) have been approved for full-time employees:

Friday, November 23 (Friday after Thanksgiving)  
December 24, 26, 27, 28, 31

Cabinet officers may approve, in advance, substitute paid days off **during the 30 days before or 30 days after a paid day off** for any employee who is **required** to work on a designated paid day off.

### **2018 Summer Schedule**

In order to serve our constituents, the regularly scheduled hours of operation for all campus offices will be Monday through Thursday 8 a.m. to 5 p.m. and Friday 8 a.m. to 3 p.m. There may be certain events and activities which will require offices to be open beyond the regularly scheduled summer hours and advanced notice will be provided to inform employees of those dates and times. Any flexible work schedules must be done with the understanding that sufficient staffing levels will be maintained to keep offices open **and employees will continue to work their normal number of hours per week.**

Summer hours are authorized for the period beginning May 11 through July 27.