

2023 – 2024 Half Days & Holiday Closing Schedule

Friday half-days will begin on Friday, May 26, 2023 and continue through Friday, August 11, 2023. Supervisors will work with their departments to schedule half days. On Friday afternoons key offices will need to remain open and be staffed with minimal coverage as we will have campus visits, events, and groups on campus throughout the summer.

Friday, June 9 SOAR is scheduled to be in-person, so full staffing is required. Every effort should be made to allow staff to take their half day earlier that week.

To allow for better customer service and communication a list of offices that will remain open on Friday afternoons along with the phone numbers that will be answered will be published prior to May 22.

Summer Half-days need to be used by September 29, 2023.

STAFF HOLIDAY SCHEDULE

Memorial Day - Monday, May 29, 2023

Juneteenth – Monday, June 19, 2023

Independence Day – Monday and Tuesday, July 3 & 4, 2023

Labor Day – Monday, September 4, 2023. Classes are in session, for those working on 9/4 a floating holiday will be issued. The floating holiday needs to be used prior to the College closing for winter break.

Thanksgiving - Offices will close at 4:30 on Tuesday, November 21, 2023, and re-open Monday, November 27, 2023.

Winter Break and New Year's Day - Offices will close at 4:30 Thursday, December 21, 2023, and re-open Tuesday, January 2, 2024.

Martin Luther King Day – Monday, January 15, 2024

Easter Break – Monday, April 1, 2024