

2024 – 2025 Summer Half-Days & Holiday Closing Schedule

Summer half-days will begin on Friday, May 24, 2024 and continue through Friday, August 9, 2024. 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 14, 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 before May 24.

Summer half-days need to be used by September 30, 2024.

STAFF HOLIDAY SCHEDULE

Memorial Day - Monday, May 27, 2024

Juneteenth – Wednesday, June 19, 2024

Independence Day – Thursday and half-day Friday, July 4 & 5, 2024

July 5 will be half-day holiday and half-day summer hours so everyone can enjoy a long holiday weekend.

Labor Day – Monday, September 2, 2024. Classes are in session, for those working on September 2, a floating holiday will be issued. The floating holiday needs to be used before December 20, 2024.

Thanksgiving: Offices will close at 4:30 on Tuesday, November 26, 2024, and re-open on Monday, December 2, 2024.

Winter Break and New Year's Day: Offices will close at 4:30 on Friday, December 20, 2024, and re-open on Thursday, January 2, 2025.

Martin Luther King Day – Monday, January 20, 2025

Easter Break – Monday, April 21, 2025