May 17, 2013

Memorandum

To: All Academic and Administrative Offices

From: Brad Kelsheimer
Vice President for Finance and Administration

Re: Holiday Schedule
Academic Year 13-14

This is to inform you of the holidays when academic and administrative offices of the University will be closed during the 2013-14 school year.

INDEPENDENCE DAY
Thursday
July 4, 2013

THANKSGIVING
Thursday and Friday
November 28 and 29, 2013

WINTER BREAK
Tuesday through Wednesday
December 24, 2013 through January 1, 2014

SPRING BREAK
Friday
March 28, 2014

MEMORIAL DAY
Monday
May 26, 2014

Exception: All personnel whose positions are budgeted for 1535 or 1605 hours will observe the Memorial Day holiday on Friday, **May 23, 2014**, which is also their last normal scheduled day of work for 2013-14.

Summer hours of 8:00 a.m. to 4:00 p.m. will begin on Sunday, May 18, 2014. Summer hours apply only to hourly employees who work less than 2080 annual hours and who work less than 8 hours per day.

In some instances offices may need to be open during the above periods and supervisors should schedule personnel to accommodate those instances.

May 17, 2013

Memorandum

To: Academic and Administrative Offices

From: Brad Kelsheimer
Vice President for Finance and Administration

Re: Holiday and Summer Office Hours
Summer 2013

All offices will be closed Memorial Day, Monday, May 27, 2013.

Exception: All personnel whose positions are budgeted for 1535 or 1605 hours will observe the Memorial Day holiday on Friday, May 24, 2013, which is also their last normal scheduled day of work for 2012-13.

Summer hours of 8:00 a.m. to 4:00 p.m. will begin on Sunday, May 19, 2013. Summer hours apply only to hourly employees who work less than 2080 annual hours and who work less than 8 hours per day. The summer hours schedule does not apply to employees whose positions are classified as one of the following:

- 9 ½ month position budgeted for 1640 annual hours
- 10 month position budgeted for 1720 annual hours
- 10 ½ month position budgeted for 1840 annual hours
- 11 month position budgeted for 1920 annual hours
- 12 month position budgeted for 2080 annual hours
- Exempt position (Administrative/Salaried positions)

Regular hours of 8:00 a.m. to 4:30 p.m. will resume Sunday, **August 11, 2013**. Monday, **August 19, 2013** is the day all academic secretaries report back to work on their 7.5 hours per day schedule.

Offices will also be closed on Thursday, July 4, 2013 to observe Independence Day.