

## **2018 – 2019 HOLIDAY SCHEDULE**

Labor Day  
September 3, 2018

Thanksgiving  
November 21-22-23, 2018

Winter Break  
December 24, 2018 – January 1, 2019  
\* 4 o'clock hours to be observed  
(December 17 – 21 and January 2 - 4)

Spring Break  
March 11, 2019  
\* 4 o'clock hours to be observed  
(March 12 - 15)

Memorial Day  
May 27, 2019

Independence Day  
July 4 - 5, 2019

\* The University will observe 4 o'clock hours (8:00 a.m. – 12:00 p.m./1:00 - 4:00 p.m.) for the period of December 17 – 21, January 2 - 4 and during the week of Spring Break, March 12 - 15. Employees who work "office hours" generally will be released a half hour early.

As with 4 o'clock hours during the summer, afternoon breaks will be discontinued during the above listed periods, and overtime pay will be provided only for hours worked beyond 40 per week.