November 1, 2017

MEMORANDUM

TO: Faculty and Staff

FROM: September Sanderlin
Vice President for Human Resources

Subject: Revised 2017 University Holiday Schedule and Announcement of the 2018 Holiday Schedule

Dear Monarchs,

The purpose of this correspondence is to share an update to the remaining 2017 Holiday Schedule and to announce the 2018 Holiday Schedule. **We will begin our end of year break a day early!** Governor McAuliffe has graciously given State employees January 2, 2018 as an additional holiday. In the interest of serving our returning students, we will observe the additional holiday on Thursday, December 21, 2017.

**Remaining 2017 Holidays**

- Wednesday, November 22: Day before Thanksgiving (8 hours)
- Thursday, November 23: Thanksgiving Day
- Friday, November 24: Day after Thanksgiving
- **Thursday, December 21:** Additional Holiday!!
- Friday, December 22: Friday before Christmas
- Monday, December 25: Christmas Day
- Tuesday, December 26: Day after Christmas
- Wed – Fri, December 27 – 29: End of Year Break

**2018 Holiday Schedule**

- Monday, January 1: New Year’s Day
- Monday, January 15: Martin Luther King, Jr. Day
- Monday, May 28: Memorial Day
- Wednesday, July 4: Independence Day
- Monday, September 3: Labor Day
- Wednesday, November 21: Day before Thanksgiving (4 hours- close at noon)
- Thursday, November 22: Thanksgiving Day
- Friday, November 23: Day after Thanksgiving
- Friday, December 21: End of year break
- Monday, December 24: Day before Christmas
- Tuesday, December 25: Christmas Day
- Wed – Fri, December 26 - 28: End of year break
- Monday, December 31: New Year’s Eve

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Old Dominion University is an equal opportunity, affirmative action institution. Minorities, women, veterans and individuals with disabilities are strongly encouraged to apply.
Tuesday, January 1, 2019  New Year’s Day

The 2018 Holiday Schedule is consistent with the Academic Calendar. Some employees may have to work on holidays; the appropriate holiday pay and compensatory leave policies apply. Classified employees working flexible or alternate work schedules should consult the Commonwealth’s Department of Human Resource Management Policy 4.25 - Holidays, or call ODU’s Department of Human Resources at ext. 3042 for guidance.