November 1, 2016

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
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.