November 12, 2015

MEMORANDUM

TO: Faculty and Staff

FROM: September Sanderlin
Vice President for Human Resources

Subject: Remaining 2015 and 2016 University Holiday Schedule

The purpose of this correspondence is to remind you of the holiday schedule for the remainder of the calendar year and to announce the 2016 University Holiday Schedule. The Holiday Schedule is consistent with the Academic Calendar. Please direct any questions concerning the holiday schedule to the Department of Human Resources.

**Remaining 2015 Holidays**

- November 25: 4 hours day before Thanksgiving - Wednesday (close at noon)
- November 26: Thanksgiving - Thursday
- November 27: Day after Thanksgiving – Friday
- December 24: Christmas Eve - Thursday
- December 25: Christmas Day – Friday
- December 28-31: End of Year – Monday – Thursday

**2016 Holiday Schedule**

- January 1: New Year’s Day – Friday
- January 18: Martin Luther King, Jr. Day - Monday
- May 30: Memorial Day - Monday
- July 4: Independence Day - Monday
- September 5: Labor Day - Monday
- November 23: 4 additional hours day before Thanksgiving - Wednesday (close at noon)
- November 24: Thanksgiving Day - Thursday
- November 25: Day after Thanksgiving – Friday
- December 23: 8 additional hours - Friday
- December 26: Christmas Day Observed– Monday
- December 27-30: End of Year Break– Tuesday - Friday

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January 2, 2017 New Year’s Day Observed - Monday

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.