MEMORANDUM

TO: Faculty and Staff

FROM: September Sanderlin
       Vice President for Human Resources

Subject: Remaining 2016 and 2017 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 2017 University Holiday Schedule. You will be pleased to see that extra holiday time has been granted by Governor McAuliffe in 2017 including Monday July 3rd! The Holiday Schedule is consistent with the Academic Calendar. Please direct any questions concerning the holiday schedule to the Department of Human Resources.

Remaining 2016 Holidays

Wednesday, November 23     4 additional hours day before Thanksgiving - (close at noon)
Thursday, November 24       Thanksgiving Day
Friday, November 25          Day after Thanksgiving
Friday, December 23          Friday before Christmas (8 additional hours)
Monday, December 26         Christmas Day Observed
Tues – Fri, December 27-30   End of Year Break

2017 Holiday Schedule

Monday, January 2            New Year’s Day Observed
Monday, January 16           Martin Luther King, Jr. Day
Monday, May 29               Memorial Day
Monday, July 3               Day before Independence Day
Tuesday, July 4              Independence Day
Monday, September 4          Labor Day
Wednesday, November 22      Day before Thanksgiving
Thursday, November 23        Thanksgiving Day
Friday, November 24          Day after Thanksgiving
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

Monday, January 1, 2018      New Year’s Day

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.