November 7, 2019

MEMORANDUM

TO: Faculty and Staff
FROM: September Sanderlin
       Vice President for Human Resources
Subject: Revised 2019 Holiday Schedule and
        Announcement of the 2020 Holiday Schedule

The purpose of this correspondence is to share an update to the remaining 2019 Holiday Schedule and to announce the 2020 Holiday Schedule. **We will begin our end of year break a day early!** In appreciation of your support of the University’s strategic initiatives, a recognition day has been added to the end of the year break. Our break will begin on Monday, December 23, 2019.

**Remaining 2019 Holidays**
- Wednesday, November 27    Day before Thanksgiving (4 hours – close at noon)
- Thursday, November 28      Thanksgiving Day
- Friday, November 29        Day after Thanksgiving
- **Monday, December 23   Recognition Day**
- Tuesday, December 24       Day before Christmas
- Wednesday, December 25     Christmas Day
- Thursday, December 26 thru Tuesday, December 31    End of Year Break

**2020 Holiday Schedule**
- Wednesday, January 1       New Year’s Day
- Monday, January 20         Martin Luther King, Jr. Day
- Monday, May 25             Memorial Day
- Friday, July 3              Independence Day (Observed)
- Monday, September 7        Labor Day
- Wednesday, November 25     Day before Thanksgiving (4 hours – close at noon)
- Thursday, November 26      Thanksgiving Day
- Friday, November 27        Day after Thanksgiving
- Thursday, December 24      Day before Christmas
- Friday, December 25        Christmas Day
- Monday, December 28 thru Thursday, December 31    End of Year Break

Friday, January 1  New Year’s Day 2021
The Holiday Schedule is consistent with the Academic Calendar. Some employees may have to work on these days; the appropriate recognition, 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.