



April 13, 2016

TO: Nathan J. Mortimer, CPA
Vice President for Finance & Administration/CFO

FROM: William H. Viau
AVP, Talent Development and Human Resources

SUBJECT: 2016-2017 Holiday Schedule and 2016 Summer Hours

2016-2017 HOLIDAY SCHEDULE

The Board of Trustees is asked to approve the following holiday schedule for the fiscal year 2016-2017 at their regular meeting, Wednesday, April 13, 2016.

- Monday, July 4, 2016 Independence Day
- Monday, September 5, 2016 Labor Day
- Friday, November 11, 2016 Veterans' Day (Staff holiday, but classes held)
- Thursday, November 24, 2016 Thanksgiving Day
- Friday, November 25, 2016 In honor and in lieu of Columbus Day (Monday, October 10, 2016)
- Monday, December 26, 2016 Christmas Day
- Tuesday, December 27, 2016 In honor and in lieu of Presidents' Day (Monday, February 20, 2017)
- Monday, January 2, 2017 New Year's Day
- Monday, January 16, 2017 Martin Luther King, Jr. Day
- Monday, May 29, 2017 Memorial Day

2016 SUMMER HOURS

Summer hours are scheduled for Monday, May 16 through Friday, August 26, 2016. This schedule includes a work day from 8:00 a.m. to 4:30 p.m. with a 30-minute lunch.