



April 19, 2017

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

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

SUBJECT: 2017-2018 Holiday Schedule and 2017 Summer Hours

2017-2018 HOLIDAY SCHEDULE

The Board of Trustees is asked to approve the following holiday schedule for the fiscal year 2017-2018 at its regular meeting, Wednesday, April 19, 2017.

- Tuesday, July 4, 2017 Independence Day
- Monday, September 4, 2017 Labor Day
- Friday, November 10, 2017 Veterans' Day (Staff holiday, but classes held)
- Thursday, November 23, 2017 Thanksgiving Day
- Friday, November 24, 2017 In honor and in lieu of Columbus Day (Monday, October 9, 2017)
- Monday, December 25, 2017 Christmas Day
- Tuesday, December 26, 2017 In honor and in lieu of Presidents' Day (Monday, February 19, 2018)
- Monday, January 1, 2018 New Year's Day
- Monday, January 15, 2018 Martin Luther King, Jr. Day
- Monday, May 28, 2018 Memorial Day

2017 SUMMER HOURS

Summer hours are scheduled for Monday, May 15 through Friday, August 25, 2017. This schedule includes a work day from 8:00 a.m. to 4:30 p.m. with a 30-minute lunch.