



MEMORANDUM

March 2018

TO: University Community
 FROM: Dan Stephens, Vice President for Finance and Planning
 RE: FY2019 Holiday Schedule

The following schedule represents the approved holidays and administrative closure days for fiscal year 2019. This schedule will be posted on the VFPF and HR websites.

Wednesday	July 4, 2018	Independence Day
Monday	September 3, 2018	Labor Day
Thursday	November 22, 2018	Thanksgiving Day
Friday	November 23, 2018	Floating Holiday
Monday	December 24, 2018	Floating Holiday
Tuesday	December 25, 2018	Christmas Holiday
Wednesday	December 26, 2018	Floating Holiday
Thursday	December 27, 2018	Administrative Closure
Friday	December 28, 2018	Administrative Closure
Monday	December 31, 2018	Floating Holiday
Tuesday	January 1, 2019	New Year's Day Holiday
Monday	January 21, 2019	Martin Luther King, Jr. Day
Monday	May 27, 2019	Memorial Day

Employees may use vacation time to observe other religious holidays as their beliefs dictate.

All University offices will be closed on the days indicated on this schedule. Employees who are required to work to maintain essential services on these days will be compensated in accordance with University policies.