



**MEMORANDUM**

March, 2016

TO: University Community

FROM: *GA* Greg Alt, Vice President for Finance and Planning

RE: FY17 Holiday Schedule

The following schedule represents the approved holidays and administrative closure days for fiscal year 2017. This schedule is posted on the VPPF and HR websites.

**HOLIDAY SCHEDULE FOR FY 2017**

Monday	July 4, 2016	Independence Day
Monday	September 5, 2016	Labor Day
Thursday	November 24, 2016	Thanksgiving Day
Friday	November 25, 2016	Floating Holiday
Friday	December 23, 2016	Floating Holiday
Monday	December 26, 2016	Christmas Holiday
Tuesday	December 27, 2016	Administrative Closure
Wednesday	December 28, 2016	Administrative Closure
Thursday	December 29, 2016	Floating Holiday
Friday	December 30, 2016	Floating Holiday
Monday	January 2, 2017	New Year's Day Holiday
Monday	January 16, 2017	Martin Luther King, Jr. Day
Monday	May 29, 2017	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.