

DATE: May 20, 2015  
TO: All Regular Part-Time and Full Time Staff  
FROM: Sandy Bruns, Director of Human Resources  
RE: Holidays or Non-Work Days for FY'16 (July 1, 2015, through June 30, 2016)

Following is the list of holidays or non-work days for regular part-time and full time staff in which the campus will be closed. This schedule should help you with your long-range planning.

July 3	Independence Day
September 7	Labor Day
November 25	One Day for Veteran's Day
November 26 and 27	Thanksgiving
December 24	Christmas Eve Day
December 25	Christmas Day
December 7-January 8	Two Days Designated by the President*
January 1	New Year's Day
March 25	Good Friday
May 30	Memorial Day

\*The employee will schedule these days off with their supervisor. They **must** be taken between December 7, 2015, and January 8, 2016.