

Office of Human Resources

Date: April 21, 2017
To: Deans, Directors and Department Heads
From: Bob Buer
Assistant Vice Chancellor for Human Resources
Subject: **Holiday Schedule FY18**

The following is the FY18 holiday schedule for all employees on the Danforth Campus, other than those represented by union contracts.

<u>HOLIDAY</u>	<u>DATE</u>	<u>DATE(S) OBSERVED</u>
Independence Day	July 4, 2017	Tuesday, July 4, 2017
Labor Day	September 4, 2017	Monday, September 4, 2017
Thanksgiving	November 23, 2017	Thursday, November 23, 2017 Friday, November 24, 2017
Christmas Day	December 25, 2017	Monday, December 25, 2017
New Year's Day	January 1, 2018	Monday, January 1, 2018
Martin Luther King, Jr.	January 15, 2018	Monday, January 15, 2018
Memorial Day	May 28, 2018	Monday, May 28, 2018

Please make this holiday schedule known to your employees. Taking time away from work is important for work/life balance. Questions should be referred to the Office of Human Resources at 935-5990.

RB:syw