MEMORANDUM

To: Campus Safety Personnel

From: Jon B. Conrad

Date: February 8, 2016

RE: 2017 Campus Safety Holidays

The following holidays will be observed by the above referenced Campus Safety staff for the calendar year 2017: Please note that the institution is officially open Tuesday, January 2, 2018. The institution is also open on Labor Day replaced by a floating holiday.

1. New Year’s Day (Sunday)  Monday, January 2, 2017
2. Spring Break (coincides with Good Friday)  Friday, April 14, 2017
3. Easter  Sunday, April 16, 2017
4. Memorial Day  Monday, May 29, 2017
5. Independence Day  Tuesday, July 4, 2017
6. Thanksgiving Break  Thursday, November 23, 2017
7. Thanksgiving Break  Friday, November 24, 2017
8. Christmas Eve  Sunday, December 24, 2017
10. New Year’s Eve  Sunday, December 31, 2017
11. Floating Holiday #1
12. Floating Holiday #2
13. Floating Holiday #3

A Floating Holiday may be taken on any day upon which you and your supervisor mutually agree.

Questions may be directed to my attention at extension 1527.