



Office of Human Resources
Fax: 610/625-7883 Office: Phone 610/861-1527

Memorandum

To: Campus Police Personnel

From: Jon B. Conrad

Date: December 2, 2016

RE: **2018 Campus Police Holidays**

The following holidays will be observed by the above referenced Campus Police staff for the calendar year 2018: Please note that the institution is officially *open Wednesday, January 2, 2019*. The institution is also open on Labor Day replaced by a floating holiday.

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| 1. New Year's Day | Monday, January 1, 2018 |
| 2. Spring Break (coincides with Good Friday) | Friday, March 30, 2018 |
| 3. Easter | Sunday, April 1, 2018 |
| 4. Memorial Day | Monday, May 28, 2018 |
| 5. Independence Day | Wednesday, July 4, 2018 |
| 6. Thanksgiving Break | Thursday, November 22, 2018 |
| 7. Thanksgiving Break | Friday, November 23, 2018 |
| 8. Christmas Eve | Monday, December 24, 2018 |
| 9. Christmas Day | Tuesday, December 25, 2018 |
| 10. New Year's Eve | Monday, December 31, 2018 |
| 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. Campus Police staff hired on or after September 1st receive only one (1) floating holiday for the remainder of the calendar year.

A separate holiday schedule has been created for Administrative and Support Staff. Questions about this schedule may be directed to the Office of Human Resources at 1527.