



**MEMORANDUM**

March, 2017

TO: University Community

FROM: Greg Alt, Vice President for Finance and Planning

RE: FY18 Holiday Schedule

GA

The following schedule represents the approved holidays and administrative closure days for fiscal year 2018. This schedule will be posted on the VFPF and HR websites.

Tuesday	July 4, 2017	Independence Day
Monday	September 4, 2017	Labor Day
Thursday	November 23, 2017	Thanksgiving Day
Friday	November 24, 2017	Floating Holiday
Friday	December 22, 2017	Floating Holiday
Monday	December 25, 2017	Christmas Holiday
Tuesday	December 26, 2017	Floating Holiday
Wednesday	December 27, 2017	Administrative Closure
Thursday	December 28, 2017	Administrative Closure
Friday	December 29, 2017	Floating Holiday
Monday	January 1, 2018	New Year's Day Holiday
Monday	January 15, 2018	Martin Luther King, Jr. Day
Monday	May 28, 2018	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.