TO: Administrative Staff  
FROM: Rachel Phillips  
DATE: May 2023  
RE: STAFF HOLIDAY SCHEDULE FOR THE 2023-2024 ACADEMIC YEAR

Listed below is the staff holiday schedule for the 2023-2024 academic year. Please note that during the winter break period, professional staff should have continuity in their department.

**LABOR DAY ’23**
The College will be closed on Monday, September 4th and re-open on Tuesday, September 5th.

**THANKSGIVING ’23**
The College will close at 5:00 p.m. on Wednesday, November 22nd, and re-open on Monday, November 27th.

**WINTER BREAK ’23/24**
The College will close at 5:00 p.m. on Friday, December 15th and re-open on Tuesday, January 2nd, 2024.

**MARTIN LUTHER KING DAY ’24**
The College will be closed on Monday, January 15th and re-open on Tuesday, January 16th.

**MEMORIAL DAY ’24**
The College will be closed on Monday, May 27th and re-open on Tuesday, May 28th.

**JUNETEENTH ’24**
The College will be closed on Wednesday, June 19th and re-open on Thursday, June 20th.

**INDEPENDENCE DAY ’24**
The College will be closed on Thursday, July 4th and re-open on Monday, July 8th.

Please remember that Good Friday is not a college-wide holiday; in lieu of Good Friday, a third personal day has been given to all staff. Personal days may be used for any reason, including religious holidays.