



TO: All Employees  
FROM: Kelley Williams  
RE: Administrative Holidays - 2019-2020

The college holidays for 2019-2020 are as follows:

Thursday	July 4
Friday	July 5
Thursday	November 28
Friday	November 29
Tuesday	December 24
Wednesday	December 25
Thursday	December 26
Friday	December 27
Monday	December 30
Tuesday	December 31
Wednesday	January 1
Monday	January 20
Monday	May 25

The college will be open on Labor Day, and classes will be in session. However, effective July 1, 2019, employees were granted a new floating holiday in recognition of the services provided on Labor Day. This floating holiday may be used at any time during the fiscal year.

All college buildings will be closed during the winter holiday (December 24 – January 1). Administrative employees may be asked to work one or more of these days to complete essential year-end business. They will receive compensatory holidays at a time to be arranged with their supervisor.

On the reverse side, you will find a listing of important dates on the Administrative and Academic calendar for 2019-2020.

Please direct any questions regarding the holiday schedule to your supervisor or Kelley Williams.

