



2016 Holiday Schedule

Anderson University administrative offices will observe the following holidays in 2016:

New Year's	Friday, January 1
MLK Day	Monday, January 18
Good Friday	Friday, March 25
Memorial Day	Monday, May 30
Independence Day	Monday, July 4
Labor Day	Monday, September 5
Mid-Fall Break	Friday, October 14
Thanksgiving Holiday	Thursday, November 24 and Friday, November 25
Christmas Holiday	Friday, December 23 through Friday, December 30, 2016 (Christmas Eve, Christmas Day 2016; New Year's Day 2017)

Administrative offices will close at 5:00 p.m. on Thursday, December 22, 2016 and reopen on Monday, January 2, 2017. Three days of this period are paid holidays. Staff may use earned time and/or time without pay for the remaining three days of the Christmas holiday break.

Persons wishing additional time off during any holiday should make arrangements with their supervisor. Such requests for time off and use of Earned Time will be granted according to departmental practices and staffing requirements. For more information on Holidays and Earned Time, please refer to the [Benefits Handbook](#).

This schedule is subject to change if deemed necessary by the university administration. Please contact Human Resources if you have any questions or concerns regarding the holiday schedule.

Denise A. T. Kriebel
Director of Human Resources
November 23, 2015