

November 1, 2018

MEMORANDUM

TO: Faculty and Staff

FROM: September Sanderlin
Vice President for Human Resources

Subject: Revised 2018 Holiday Schedule and Announcement of the 2019 Holiday Schedule

The purpose of this correspondence is to share an update to the remaining 2018 Holiday Schedule and to announce the 2019 Holiday Schedule. ***We will begin our end of year break a day early!*** In appreciation of our support of the University's strategic initiatives, President Broderick has added a recognition day to the end of the year break. Our break will begin on Thursday, December 20, 2018.

Remaining 2018 Holidays

Wednesday, November 21	Day before Thanksgiving (4 hours- close at noon)
Thursday, November 22	Thanksgiving Day
Friday, November 23	Day after Thanksgiving
Thursday, December 20	Recognition Day!!
Friday, December 21	End of year break
Monday, December 24	Day before Christmas
Tuesday, December 25	Christmas Day
Wed – Fri, December 26 - 28	End of year break
Monday, December 31	New Year's Eve

2019 Holiday Schedule

Tuesday, January 1	New Year's Day
Monday, January 21	Martin Luther King, Jr. Day
Monday, May 27	Memorial Day
Thursday, July 4	Independence Day
Monday, September 2	Labor Day
Wednesday, November 27	Day before Thanksgiving (4 hours – close at noon)
Thursday, November 28	Thanksgiving Day
Friday, November 29	Day after Thanksgiving
Tuesday, December 24	Day before Christmas
Wednesday, December 25	Christmas Day
Thursday, December 26 thru Tuesday, December 31	End of Year Break

Wednesday, January 1, 2020 New Year's Day

The Holiday Schedule is consistent with the Academic Calendar. Some employees may have to work on these days; the appropriate recognition, holiday pay and compensatory leave policies apply. Classified employees working flexible or alternate work schedules should consult the Commonwealth's Department of Human Resource Management Policy 4.25 - Holidays, or call ODU's Department of Human Resources at ext. 3042 for guidance.