

## EMPLOYEE 2017 - 2018 HOLIDAY SCHEDULE

Monday, May 29, 2017	Legal Holiday
Tuesday, July 4, 2017	Legal Holiday
Monday, September 4, 2017	Legal Holiday
Thursday, November 23, 2017	Legal Holiday
Friday, November 24, 2017	Declared Holiday
Monday, December 18, 2017	University Open
Tuesday, December 19, 2017	University Open
Wednesday, December 20, 2017	Shut-Down
Thursday, December 21, 2017	Shut-Down
Friday, December 22, 2017	Declared Holiday
Monday, December 25, 2017	Legal Holiday
Tuesday, December 26, 2017	Declared Holiday
Wednesday, December 27, 2017	Shut-Down
Thursday, December 28, 2017	Shut-Down
Friday, December 29, 2017	Declared Holiday
Monday, January 1, 2018	Legal Holiday
Monday, May 28, 2018	Legal Holiday

Per Policy 4.3.8, LSSU recognizes 6 legal holidays and an additional 4 Presidentially declared holidays.

During the holiday shutdown, at the end of the year, employees have the option to take time off without pay. This is the only time during the year employees are allowed to do so, unless they have received management approval for 'Leave without Pay.'

Employees may want to plan now and budget their vacation time accordingly, if they believe they will want 2 full weeks off during the upcoming December / January Holiday period.

**Summer Core Business Hours:** 8:00am – 4:30pm May 1, 2017 to August 21, 2017