



Subject: Summer Hours for 2016 and Holiday Schedule for Fiscal Year 2016-2017
Date: Tuesday, March 22, 2016
To: University Faculty & Staff
From: Joyce Gordon, Director of Human Resources

Effective Wednesday, June 1, 2016 through Sunday, July 31, 2016, the University will operate on a 7:30 a.m. to 4:00 p.m. schedule. This change will affect those employees who are currently scheduled to work from 8:00 a.m. to 4:30 p.m. Other operations will not be affected by this schedule change.

The following is the holiday schedule for the 2016-2017 fiscal year. This schedule applies to all faculty and staff except faculty members on academic year contracts.

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| 1. Independence Day | Monday, July 4, 2016 |
| 2. Labor Day | Monday, September 5, 2016 |
| 3. Fall Break, Day 1 | Thursday, October 6, 2016 |
| 4. Fall Break, Day 2 | Friday, October 7, 2016 |
| 5. Presidential Election | Tuesday, November 8, 2016 |
| 6. Thanksgiving, Wednesday prior | Wednesday, November 23, 2016 |
| 7. Thanksgiving Day | Thursday, November 24, 2016 |
| 8. Thanksgiving, Friday following | Friday, November 25, 2016 |
| 9. Christmas, Administrative Closure Day 1 | Monday, December 19, 2016 |
| 10. Christmas, Administrative Closure Day 2 | Tuesday, December 20, 2016 |
| 11. Christmas, Administrative Closure Day 3 | Wednesday, December 21, 2016 |
| 12. Christmas, Administrative Closure Day 4 | Thursday, December 22, 2016 |
| 13. Christmas Eve <i>observed</i> | Friday, December 23, 2016 |
| 14. Christmas Day <i>observed</i> | Monday, December 26, 2016 |
| 15. Energy Savings Day 1 | Tuesday, December 27, 2016 |
| 16. Energy Savings Day 2 | Wednesday, December 28, 2016 |
| 17. Energy Savings Day 3 | Thursday, December 29, 2016 |
| 18. New Year's Eve <i>observed</i> | Friday, December 30, 2016 |
| 19. New Year's Day <i>observed</i> | Monday, January 2, 2017 |
| 20. Martin Luther King, Jr. Day | Monday, January 16, 2017 |
| 21. Spring Break, Day 1 | Wednesday, March 22, 2017 |
| 22. Spring Break, Day 2 | Thursday, March 23, 2017 |
| 23. Spring Break, Day 3 | Friday, March 24, 2017 |
| 24. Memorial Day | Monday, May 29, 2017 |

This schedule is established in accordance with policy IV D in the Murray State University Personnel Policies and Procedures Manual. The calendar and policies are available at <http://www.murraystate.edu/hr>.