




# MEMORANDUM

**DATE:** March 24, 2023

**TO:** Auxiliary for Sponsored Programs Administration (SPA) Employees

**FROM:** Lori Blodorn, Associate Vice President   
Chief Human Resources Officer

**SUBJECT:** Holiday Calendar 2023/24

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Attached please find an updated copy of the Holiday Calendar for 2023/24 now including Juneteeth (June 19<sup>th</sup>) for the University which the SPA employees also adhere to. This calendar has also been updated and posted to the Auxiliary for SPA website.

Please do not hesitate to contact me if any questions.

LB:fj

Attachment




Revised

# MEMORANDUM

**DATE:** March 24, 2023

**TO:** All Staff

**FROM:** Lori Blodorn, Associate Vice President and Chief Human Resources Officer 

**SUBJECT:** Holiday Calendar 2023/2024

<u>Holiday</u>	<u>Classes Scheduled</u>	
July 04, 2023	Independence Day	No
Sept. 04, 2023	Labor Day	No
Nov. 10, 2023	Veterans Day - Observed	No
Nov. 23, 2023	Thanksgiving Day	No
Nov. 24, 2023	Lincoln's Birthday - Moved	No
Dec. 25, 2023	Christmas Day	No
Dec. 26, 2023	President's Day - Moved	No
Dec. 27, 2023	Admission Day - Moved	No
Dec. 28, 2023	Indigenous Peoples' Day - Moved	No
<b>Dec. 29, 2023</b>	<b>Campus Closed*</b>	No
Jan. 01, 2024	New Year's Day	No
Jan. 15, 2024	Martin Luther King, Jr.'s Birthday	No
April 01, 2024	Cesar Chavez Day – Observed	No
May 27, 2024	Memorial Day	No
<b>June 19, 2024</b>	<b>Juneteenth</b>	<b>No</b>

Each employee is entitled to one Personal Holiday, which must be taken on one day during the 2023 calendar year. If the employee fails to take the Personal Holiday before the end of the year, the holiday is forfeited.

- ◆ Lincoln's Birthday is observed Monday, February 13, 2023; the holiday credit will be observed Friday, November 24, 2023.
- ◆ President's Day is Monday, February 20, 2023; however, classes are in session on this date, and therefore, the holiday credit will be observed on Tuesday, December 26, 2023.
- ◆ Admission Day is observed Friday, September 8, 2023; the holiday credit will be observed on Wednesday, December 27, 2023.
- ◆ Indigenous Peoples' Day is observed Monday, October 9, 2023; however, classes are in session on this date, and therefore, the holiday credit will be observed on Thursday, December 28, 2023.

**\*Please note that Friday, December 29<sup>th</sup> is not a covered holiday. You may use vacation, Compensatory Time Off (CTO) or your personal holiday to cover this day.**

**THE HOLIDAY BREAK WILL BE FROM DECEMBER 25, 2023 THROUGH JANUARY 1, 2024**