

## Holiday & Operational Staffing Schedules

### 2021 Calendar

<u>HOLIDAYS</u>	<u>STAFFING LEVEL</u>
New Year's Day - January 1, 2021 (Friday)	Security personnel
Martin Luther King Day - January 18 (Monday)	Security personnel
Easter - April 2 (Good Friday)	Security personnel
Memorial Day - May 31 (Monday)	Security personnel
Independence Day - July 5 (Monday – observed)	Security personnel
Labor Day - September 6 (Monday)	Security personnel
Thanksgiving - Nov. 25 (Thursday) - Nov. 26 (Friday)	Security personnel Security personnel
Christmas - Dec. 24 (Friday) for Christmas Eve - Dec. 27 (Monday - observed) for Christmas - Dec. 31 (Friday) for New Year's Eve	Security personnel Security personnel Security personnel
<u>OPERATIONAL STAFFING</u>	<u>STAFFING LEVEL</u>
- Nov. 24 (Wednesday)	Staffing as needed
- Dec. 28 (Tuesday)	Staffing as needed
- Dec. 29 (Wednesday)	Staffing as needed
- Dec. 30 (Thursday)	Staffing as needed

**Staffing as needed for Administrative Offices:** The above lists eleven (11) holidays, which are listed in the employee handbook, and four (4) days for operational staffing, November 24, December 28, 29, and 30. On those four (4) days, it is important to meet needs of students, parents, faculty, staff, prospective students, and others.

Each Cabinet Member will be responsible for designating the required staffing for their areas. Signage should be provided as to when office areas are open and closed. If there are any questions, please see the Cabinet Member of your area or the Office of Human Resources.