

## Holiday & Operational Staffing Schedules

### 2018 Calendar

| <u>HOLIDAYS</u>   | <u>STAFFING LEVEL</u>  |
|---|--|
| New Year's Day<br>- January 1, 2018 (Monday)  | Security personnel   |
| Martin Luther King Day<br>- January 15 (Monday)   | Security personnel   |
| Easter<br>- March 30 (Good Friday)  | Security personnel   |
| Memorial Day<br>- May 28 (Monday)   | Security personnel   |
| Independence Day<br>- July 4 (Wednesday)  | Security personnel   |
| Labor Day<br>- September 3 (Monday)   | Security personnel   |
| Thanksgiving<br>- Nov. 22 (Thursday)<br>- Nov. 23 (Friday)  | Security personnel<br>Security personnel                       |
| Christmas<br>- Dec. 24 (Monday) for Christmas Eve<br>- Dec. 25 (Tuesday) for Christmas<br>- Dec. 31 (Monday) for New Year's Eve | Security personnel<br>Security personnel<br>Security personnel |
| <u>OPERATIONAL STAFFING</u>   | <u>STAFFING LEVEL</u>  |
| - Nov. 21 (Wednesday)   | Staffing as needed   |
| - Dec. 26 (Wednesday)   | Staffing as needed   |
| - Dec. 27 (Thursday)  | Staffing as needed   |
| - Dec. 28 (Friday)  | 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 21, December 26, 27, and 28. 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 Human Resource Department.