



## SUMMER AND HOLIDAY SCHEDULE FOR ADMINISTRATION & STAFF 2023-2024 SCHOOL YEAR

Administrative and support staff members are encouraged to use the majority of Paid Time Off (PTO) during the summer when school is not in session. However, employees should keep in mind that a complete staff presence is essential during the week after Commencement and the week prior to Opening Days. Faculty in-service, evaluation, and conference days are regular workdays for administrative and support staff, and PTO must be used for absences on these days. Days off (beyond those allotted) during recesses also require PTO.

**Summer Hours:** Summer hours will begin on Monday, June 12, 2023, and end on Monday, August 14, 2023. The workday will be seven (7) hours from 9:00 AM to 4:00 PM, Monday through Thursday, and three (3) hours from 9:00 AM – 12:00 PM on Fridays.

**ALTERNATE Hours:** with supervisor approval, and subject to the coverage needs of each department, employees may adjust their schedules to work 8:30 AM – 4:00 PM Monday through Thursday and take Friday off. **PLEASE NOTE:** The intent of this policy is to provide flexibility and convenience to our employees, NOT to augment an employee's earned PTO time. Therefore, an employee will not be eligible to work the adjusted schedule in any week during which he or she uses PTO days – i.e. when an employee is out on PTO between Monday and Thursday, he or she must use a PTO day to take Friday off as well. This option is ONLY applicable for Fridays off EXCEPT in departments where we must have coverage every day. In this case, the employee who works on Friday may take a different day off.

**Winter Recess:** Winter recess extends from the end of business on Friday, December 15, 2023, through Friday, December 29, 2023. During this period, employees must work three (3) days\* from 9:00 AM to 3:00 PM. The specific days worked shall be based on each department's needs and established with the employee's supervisor.

**Spring Recess:** Spring recess extends from the end of the business day on Friday, March 15, 2024, through Friday, March 29, 2024. During this period, employees must work five (5) days from 9:00 AM to 3:00 PM. The specific days worked shall be based on each department's needs and established with the employee's supervisor.

### **Holidays:**

**Monday, June 19, 2023..... Juneteenth**  
**Tuesday, July 4, 2023.....Independence Day**  
**Monday, September 4, 2023.....Labor Day**  
**Monday, September 25 2023..... Yom Kippur**  
**Tuesday, November 21, 2023 .....Thanksgiving Break**  
**Wednesday, November 22, 2023 ..... Thanksgiving Break**  
**Thursday, November 23, 2023 ..... Thanksgiving Day**  
**Friday, November 24, 2023..... Thanksgiving Break**

**Monday, December 25, 2023..... Christmas Day**  
**Monday, January 1, 2024 ..... New Year's Day**  
**Monday, January 15, 2024 ..... Dr. Martin Luther King Jr. Day**  
**Monday, February 19, 2024..... Presidents Day**  
**Friday, March 29, 2024.....Good Friday**  
**Monday, May 27, 2024..... Memorial Day**  
**Wednesday, June 19, 2024 ..... Juneteenth**

*\*Three workdays are required during winter recess (as opposed to five in the spring) due to the two holidays that fall during the break. When these holidays fall on a weekend, the days off will be established with the employee's supervisor and will not necessarily fall on the official observance date for each holiday.*

*Please see the 2023-2024 Academic Calendar and Master Libraries Scheduler for additional information.*