


University of
LOUISIANA
Monroe

Office of the President

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PLEASE POST

DATE: May 1, 2017
TO: Deans, Division and Department Heads
FROM: Nick J. Bruno 
RE: ULM Employee Holiday Schedule

Act 139 of the 1991 Regular Session of the Legislature provides that each institution of higher education shall designate a maximum of fourteen (14) legal holidays per calendar year to be observed as University holidays instead of observing the same number of State designated holidays.

Accordingly, the following University holidays are designated for 2017-2018 and will be observed without regard to otherwise designated State Holidays.

<u>University Designated Holidays</u>	<u>2017-2018 Dates</u>	<u>Official State Holidays</u>	<u>University Closures*</u>
Independence Day	July 3*		1*
	July 4	1	
Labor Day	September 4	1	
Fall Break	October 20*		.5*
Thanksgiving	November 22*		.5*
	November 23	1	
Christmas/New Year	November 24	.5	
	December 21	1	
	December 22	.5	
	December 25	1	
	December 26	1	
	December 27	1	
	December 28	1	
	December 29	.5	
Dr. Martin Luther King Day	January 1	1	
	January 15	1	
Mardi Gras	February 12		1*
	February 13		1*
Spring Break	March 30	.5	
	April 2	1	
	April 3*		1*
	April 4*		1*
Memorial Day	May 28	1	
		14	6*

Please make this information available to all employees within your unit.

Department heads are authorized to allow employees, where applicable, to work during holidays in lieu of using leave.

*These are employee leave days, i.e., compensatory leave, annual leave or leave without pay as appropriate.

**University offices will close at 1:00 pm on Wednesday, November 22, 2017, in observance of Thanksgiving break.

Winter session classes resume Tuesday, January 2, 2018.

All employees should report to work on Tuesday, January 2, 2018 following the Christmas and New Year break.