

Memo

To: USW Employees
 From: Veronica Torrez *VT*
 Date: February 7, 2017
 Re: Schedule of Holidays

Below is the schedule of holidays for the 2017-2018 fiscal year

Tuesday, July 4, 2017	Independence Day
Monday, September 4, 2017	Labor Day
Monday-Friday, November 20-24, 2017	Thanksgiving Break – Campus Closed
Wednesday-Friday, December 20-22, 2017	Special Holiday (2017 Only)
Monday-Friday, December 25-29, 2017	Christmas Break – Campus Closed
Monday, January 1, 2018	New Year’s Holiday
Monday, January 15, 2018	Martin Luther King, Jr. Day
Monday, February 19, 2018	President’s Day
Friday, March 30, 2018	Good Friday
Monday, May 28, 2018	Memorial Day

It is imperative that the institution remains adequately staffed at all times; accordingly, requests for additional vacation leave surrounding a holiday will be considered based on the staffing demands of your area as determined by the area supervisor. Vacations, or any scheduled time off, shall not coincide with peak periods for your area of responsibility. Please bear this in mind while planning leave.

****In lieu of the spring break holiday, all benefited staff will receive five additional personal days. These personal days can be used during the USW spring break (March 19th – 23rd, 2018), or can be used at another time that is coordinated with the area supervisor as stated above. As a reminder--personal days cannot be used on an hourly basis. Contact me if you have any questions.****