

Memo

To: USW Employees
 From: Veronica Torrez *VT*
 Date: January 22, 2018
 Re: Schedule of Holidays

Below is the schedule of holidays for the 2018-2019 fiscal year

Wednesday, July 4, 2018	Independence Day
Monday, September 3, 2018	Labor Day
Monday-Friday, November 19-23, 2018	Thanksgiving Break – Campus Closed
Thursday-Friday, December 20-21, 2018	Special Holiday (2018 Only)
Monday-Friday, December 24-28, 2018	Christmas Break – Campus Closed
Monday, December 31, 2018	Special Holiday (2018 Only)
Tuesday, January 1, 2019	New Year’s Holiday
Monday, January 21, 2019	Martin Luther King, Jr. Day
Monday, February 18, 2019	President’s Day
Friday, April 19, 2019	Good Friday
Monday, May 27, 2019	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 18 – March 22, 2019), 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.****