

## Memorandum

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**To:** University Community  
**From:** Ken Kaiser,  
Vice President, CFO & Treasurer  
**Date:** April 22, 2016  
**Subject:** **Holiday Schedule**

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### **University Holiday Schedule**

Listed below are the official University holidays for the remainder of fiscal year 2015-16 and for fiscal year 2016-17:

Official University Holiday	Date(s) Celebrated
Memorial Day	Monday, May 30, 2016
Fourth of July	Monday, July 4, 2016
Labor Day	Monday, September 5, 2016
Thanksgiving	Thursday, November 24, 2016 and Friday, November 25, 2016
Winter Break	Friday, December 23, 2016 Through Monday, January 2, 2017
New Year's Day	Monday, January 2, 2017
Memorial Day	Monday, May 29, 2017

The University will be closed starting at the close of business on Thursday, December 22, 2016 through Monday, January 2, 2017. The University will reopen on Tuesday, January 3, 2017. For employees, this means that in addition to the holidays already offered, Temple employees will have paid days off on December 27, 28, 29 and 30 this year. Any employee required to work during this period will receive compensatory time rather than holiday or overtime pay.

### **Additional Information**

Please note that employees of the Office of Campus Safety Services and Facilities Management will be scheduled off in accordance with the needs of those departments and the applicable collective bargaining agreements. Also, the School of Medicine and the School of Podiatric Medicine may issue separate policies regarding closing days. Personnel at those locations will receive scheduling information from their supervisors. Finally, this memo does not apply to employees of the Temple