



Date: March 1, 2018
 To: Agnes Scott College Staff
 From: Elizabeth Kiss, President
 Re: Holiday and Summer Schedule for 2018-2019

It is my pleasure to announce the 2018-2019 holiday and summer schedule. This year the college will provide 15 paid holidays for staff. Please see the chart below for details.

We will continue the tradition of closing on Fridays during the months of June and July. The Monday through Thursday four-day work week for staff will begin early this year on Monday, May 28 (Memorial Day) and will end Thursday, July 26, 2018. This means for the week of Memorial Day, the college will be closed Monday, May 28, and Friday, June 1. And since the July 4th holiday falls on Wednesday this year, we will close Wednesday and Friday that week and work on Monday, Tuesday and Thursday, July 2, 3 & 5. Please note, however, there are some offices that must remain open all five days, such as facilities and public safety. Also please know that you may be asked to arrange your schedule to work the hours required by your department to facilitate normal college business.

During the summer four-day work week, employees who regularly work 35 hours per week will work 8 ¾ hours per day; employees who regularly work 40 hours per week will work 10 hours per day. Standard college hours will be 8 a.m. to 5:15 p.m., with half an hour allocated for lunch. All flexible work options will be suspended during this summer schedule and the month of August. The campus will return to regular office hours on Monday, July 30.

<u>Holiday</u>	<u>Date(s)</u>	<u>Day(s) Closed in Observance</u>
Independence Day	Wednesday, July 4	Wednesday, July 4, 2018
Labor Day	Monday, September 3	Monday, September 3, 2018
Fall Holiday	Friday, October 12	Friday, October 12, 2018
Thanksgiving	Thursday, November 22	Thursday, November 22- Friday, November 23, 2018 (<i>closing at noon Wed. 11/21</i>)*
Christmas/Winter Holidays	Tuesday, December 25	Monday-Monday, December 24-31, 2018
New Year's	Tuesday, January 1	Tuesday, January 1, 2019
Martin L. King Jr. Day	Monday, January 21	Monday, January 21, 2019
Good Friday	Friday, April 19	Friday, April 19, 2019
Memorial Day	Monday, May 27	Monday, May 27, 2019

*In accordance with college policy, salaried employees who choose to take vacation 8:30 a.m.-noon must use a full day's vacation rather than a half day.