



Date: March 18, 2019  
 To: Agnes Scott College Staff  
 From: Leocadia I. Zak, President  
 Re: Holiday and Summer Schedule for 2019-2020

It is my pleasure to announce the 2019-2020 holiday and summer schedule. This year the college will provide 16 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 this year on **Monday, June 3**. The regular five-day work-week schedule will resume on **Monday, August 5**. Since the July 4th holiday falls on Thursday this year, we will close Thursday and Friday that week. Please note 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.

<u>Holiday</u>	<u>Date(s)</u>	<u>Day(s) Closed in Observance</u>
<b>Independence Day</b>	Thursday, July 4	Thursday, July 4, 2019
<b>Labor Day</b>	Monday, September 2	Monday, September 2, 2019
<b>Fall Holiday</b>	Friday, October 11	Friday, October 11, 2019
<b>Thanksgiving</b>	Thursday, November 28	Thursday, November 28- Friday, November 29, 2019
<b>Christmas/Winter Holidays</b>	Wednesday, December 25	Monday-Tuesday, December 23-31, 2019
<b>New Year's Day</b>	Wednesday, January 1	Wednesday, January 1, 2020
<b>Martin L. King Jr. Day</b>	Monday, January 20	Monday, January 20, 2020
<b>Spring Holiday</b>	Friday, April 10	Friday, April 10, 2020
<b>Memorial Day</b>	Monday, May 25	Monday, May 25, 2020