TO: Faculty and Staff
FROM: Lisa Brown
DATE: April 17, 2003
SUBJECT: 2003-2004 Holiday Schedule

The following official holidays for employees will be observed during 2003-2004:

July 4, 2003 (Friday)  Independence Day
September 1, 2003 (Monday)  Labor Day
November 26, 2003 (Wednesday - 5:00 p.m.)  Thanksgiving
To December 1, 2003 (Monday - 7:00 a.m.)
December 19, 2003 (Friday - 5:00 p.m.) Staff Christmas and New Year’s
To January 5, 2004 (Monday - 7:00 a.m.)
December 12, 2003 (Friday - 5:00 p.m.) Faculty Christmas and New Year’s
To January 6, 2004 (Tuesday - 8:00 a.m.)
January 19, 2004 (Monday)  Martin Luther King, Jr. Day
March 19, 2004 (Friday - 5:00 p.m.)  Spring Break
To March 29, 2004 (Monday - 7:00 a.m.)
April 9, 2004 (Friday)  Good Friday
May 31, 2004 (Monday)  Memorial Day

Times listed include the majority of employees; however, times may vary for some employees such as custodians, security officers, etc.