




PLEASE POST

DATE: April 25, 2016  
 TO: Deans, Division and Department Heads  
 FROM: Nick J. Bruno   
 RE: ULM Employee Holiday Schedule

Act 139 of the 1991 Regular Session of the Legislature provides that each institution of higher education shall designate a maximum of fourteen (14) legal holidays per calendar year to be observed as University holidays instead of observing the same number of State designated holidays.

Accordingly, the following University holidays are designated for 2016-2017 and will be observed without regard to otherwise designated State Holidays.

<u>University Designated Holidays</u>	<u>2016-2017 Dates</u>	<u>Official State Holidays</u>	<u>University Closures*</u>
Independence Day	July 4	1	
Labor Day	September 5	1	
Fall Break	October 21*		.5*
Thanksgiving	November 23*		.5*
	November 24	1	
	November 25	.5	
Christmas/New Year	December 22	6	
	December 23		
	December 26		
	December 27		
	December 28		
	December 29		
	December 30		
	January 2*		1*
Dr. Martin Luther King Day	January 16	1	
Mardi Gras	February 27 & 28*	1	1*
Spring Break	April 14	.5	
	April 17	1	
	April 18*		1*
	April 19*		1*
Memorial Day	May 29	1	
		<hr/> 14	<hr/> 5*

Please make this information available to all employees within your unit.

Department heads are authorized to allow employees, where applicable, to work during holidays in lieu of using leave.

\*These are employee leave days, i.e., compensatory leave, annual leave or leave without pay as appropriate.

\*\*University offices will close at 1:00 pm on Wednesday, November 23, 2016, in observance of Thanksgiving break.

Winter session classes resume Monday, January 2, 2017.

All employees should report to work on Tuesday, January 3, 2017 following the Christmas and New Year break.