**HOLIDAY SCHEDULE 2017-2018 FOR TUSCULUM STAFF**

Offices will observe the following holiday schedule for 2017-18 (July 1, 2017-June 30, 2018). At any time, the President or Vice President of the department may determine that for the welfare of the Tusculum certain departments need to be operational during a holiday. Campus Safety will maintain a normal schedule during holidays.

Three Floating Holidays: Upon mutual agreement between employee and supervisor within the 2017-18 fiscal year (Floating Holidays must be used before June 30, 2018).

Independence Day, 2017: Closed Monday and Tuesday, July 3-4, 2017

Thanksgiving, 2017: Closed Wednesday – Friday, November 22-24, 2017

As in the past, Tusculum will convert to a reduced administrative schedule over the Christmas break from December 18, 2017 – January 1, 2018: The scheduling of each division will be determined by the Vice President of the department.

Christmas, 2017 and New Year’s 2018: Observed Monday, December 18, 2017 through Monday, January 1, 2018 (return to work on Tuesday, January 2, 2018)

Martin Luther King, 2018: Closed Monday, January 15, 2018

Good Friday, 2018: Closed Friday, March 30, 2018

Memorial Day, 2018: Closed Monday, May 28, 2018