HOLIDAY SCHEDULE 2018-2019

Offices will observe the following holiday schedule for 2018-2019 (July 1, 2018-June 30, 2019). 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.

• **Independence Day, 2018:** Closed Wednesday, July 4, 2018
•**Labor Day, 2018 (New this year):** Closed Monday, September 3, 2018
• **Thanksgiving, 2018:** Closed Wednesday – Friday, November 21-23, 2018

**• Christmas, 2018 and New Year’s 2019:** Observed Friday, December 21, 2018, through Tuesday, January 1, 2019 (return to work on Wednesday, January 2, 2019)

• **Martin Luther King, 2019:** Closed Monday, January 21, 2019
• **President’s Day, 2019 (New this year):** Closed Monday, February 18, 2019
• **Good Friday, 2019:** Closed Friday, April 19, 2019
• **Memorial Day, 2019:** Closed Monday, May 27, 2019

**Christmas break: (December 21, 2018 – January 1, 2019)**

Tusculum will convert to a reduced administrative schedule over the Christmas break. In order to provide services to current/prospective students and visitors during this time (December 21, 2018 – January 1, 2019), essential administrative offices will maintain minimal staffing for five hours to eight hours per day. The following offices are identified as essential administrative operations for this policy: Admissions, Business Office, Financial Aid, Institutional Advancement, Student Affairs, and Athletics.