



TO: All Faculty and Staff

FROM: Juanita Hicks
Associate Vice President of Human Resources

SUBJECT: HOLIDAY SCHEDULE—CALENDAR YEAR 2017

DATE: October 27, 2016

The University System of Georgia allows 12-holidays per year that are recognized and taken off with pay. Some holidays are standardized and others are at the discretion of the institution. The holidays approved by the institution for **calendar year 2017** are as follows:

Holiday	Observance Date	Day of the Week
New Year's Day	January 2 nd	Monday
Observance MLK Birthday	January 16 th	Monday
Memorial Day	May 29 th	Monday
Independence Day	July 4 th	Tuesday
Labor Day	September 4 th	Monday
Thanksgiving Break	November 23 rd	Thursday
Thanksgiving Break	November 24 th	Friday
Reduced Services Schedule*	December 21 st	Thursday
Reduced Services Schedule*	December 22 nd	Friday
Winter Holiday Break	December 25 th	Monday
Winter Holiday Break	December 26 th	Tuesday
Winter Holiday Break	December 27 th	Wednesday
Winter Holiday Break	December 28 th	Thursday
Winter Holiday Break	December 29 th	Friday

***Reduced Services Schedule**

The institution **will be open** on these days; however, we will operate on a reduced level. Annual leave and comp time will be granted at the discretion of the supervisor. Offices that choose to close during this time will be required to designate another office to accept emergency phone calls and will need to determine a designee who will handle responses.

Faculty

- 10-Month Faculty – Faculty members with a 10-month designation **do not** accrue annual leave hours and **will not** be required to take leave at during the designated dates listed above.
- 12-Month Faculty – Faculty members with a 12-month designation **do** accrue annual leave hours and are required to take appropriate leave during the designated dates listed above.

Please do not hesitate to contact Human Resources if you have questions:

- 678-839-6403 (Main Office)
- 678-839-6425 (Fax)