

# MONMOUTH UNIVERSITY

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### Office of the Vice President for Administrative Services

#### Memorandum

**TO:** All Academic Department Chairs, Administrators and Staff  
**FROM:** Patricia Swannack  
Vice President for Administrative Services  
**DATE:** April 9, 2018  
**RE:** **2018/2019 HOLIDAY SCHEDULE (REVISED)**

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It is recognized that the Holiday Schedule may be varied at the discretion of the President by special announcement, but the following are scheduled holidays for 2018/2019:

Wednesday	July 4, 2018	Independence Day
Monday	September 3, 2018	Labor Day
Thursday	November 22, 2018	Thanksgiving Day
Friday	November 23, 2018	Holidays
Monday	December 24, 2018	
Tuesday	December 25, 2018	
Wednesday	December 26, 2018	Holiday Break
Thursday	December 27, 2018	
Friday	December 28, 2018	
Monday	December 31, 2018	
Tuesday	January 1, 2019	
Monday	January 21, 2019	Martin Luther King Jr.'s Birthday
Friday	March 22, 2019	Spring Holiday
Monday	May 27, 2019	Memorial Day

It is recognized that employees may be required to work on the above-mentioned holidays. If so, unionized employees will be paid in accordance with their respective Collective Bargaining Agreement. As in the past, some University offices may be required to open.

Arrangements should be made in advance with supervisors for employees who wish to observe certain religious holidays that are not University Holidays.

cc: File