

TO: ALL ADMINISTRATORS AND STAFF

FROM: Charlene Abbott-Director of Human Resources

DATE: November 19, 2007

RE: HOLIDAY SCHEDULE FOR 2008

CC: Dr. Robert D. Hebert – President

Holidays are declared by the university in accordance with Act 139 of the 1991 Legislative Session which authorizes fourteen paid holidays per calendar year. **Any other state holiday that may be declared by the Governor or named in the Civil Service rules will not be observed by the university.** Listed below is the approved holiday schedule for 2008 with forced closure dates. The university will observe 14 holidays and 7 forced closure days.

New Year's Day	Tuesday, January 1, 2008	Holiday
Martin Luther King Day	Monday, January 21, 2008	Holiday
Mardi Gras Holiday	Monday, February 4, 2008	Holiday
Mardi Gras Holiday	Tuesday, February 5, 2008	Holiday
Mardi Gras Break	Wednesday, February 6, 2008	Forced Closure
Good Friday Holiday	Friday, March 21, 2008	Holiday
Easter Break	Monday, March 24, 2008	Forced Closure
Memorial Day Holiday	Monday, May 26, 2008	Holiday
4 th of July Holiday	Friday, July 4, 2008	Holiday
Labor Day Holiday	Monday, September 1, 2008	Holiday
Thanksgiving Break	Wednesday, November 26, 2008	Forced Closure
Thanksgiving Holiday	Thursday, November 27, 2008	Holiday
Thanksgiving Holiday	Friday, November 28, 2008	Holiday
Christmas Break	Monday, December 22, 2008	Forced Closure
Christmas Break	Tuesday, December 23, 2008	Forced Closure
Christmas Holiday	Wednesday, December 24, 2008	Holiday
Christmas Holiday	Thursday, December 25, 2008	Holiday
Christmas Holiday	Friday, December 26, 2008	Holiday
Christmas Break	Monday, December 29, 2008	Forced Closure
Christmas Break	Tuesday, December 30, 2008	Forced Closure
New Year's Eve	Wednesday, December 31, 2008	Holiday

Thursday, January 1, 2009 will be a **Holiday** and **Friday, January 2, 2009** will be a **Forced Closure** on the 2009 Holiday Calendar. All administrators and staff are required to report back to work on **Monday, January 5, 2009**. Faculty members will follow the university calendar as listed in the Catalog.