

TO: ALL ADMINISTRATORS AND STAFF

FROM: Charlene Abbott-Director of Human Resources

DATE: December 1, 2008

RE: HOLIDAY SCHEDULE FOR 2009

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 2009 with forced closure dates. The university will observe 14 holidays and 9 forced closure days.

New Year's Day	Thursday, January 1, 2009	Holiday
New Year's Holiday	Friday, January 2, 2009	Forced Closure
Martin Luther King Holiday	Monday, January 19, 2009	Holiday
Mardi Gras Holiday	Monday, February 23, 2009	Holiday
Mardi Gras Holiday	Tuesday, February 24, 2009	Holiday
Mardi Gras Break	Wednesday, February 25, 2009	Forced Closure
Good Friday Holiday	Friday, April 10, 2009	Holiday
Easter Break	Monday, April 13, 2009	Forced Closure
Memorial Day Holiday	Monday, May 25, 2009	Holiday
4 th of July Holiday	Friday, July 3, 2009	Holiday
Labor Day Holiday	Monday, September 7, 2009	Holiday
Thanksgiving Break	Wednesday, November 25, 2009	Forced Closure
Thanksgiving Holiday	Thursday, November 26, 2009	Holiday
Thanksgiving Holiday	Friday, November 27, 2009	Holiday
Christmas Break	Monday, December 21, 2009	Forced Closure
Christmas Break	Tuesday, December 22, 2009	Forced Closure
Christmas Holiday	Wednesday, December 23, 2009	Holiday
Christmas Holiday	Thursday, December 24, 2009	Holiday
Christmas Break	Friday, December 25, 2009	Holiday
Christmas Break	Monday, December 28, 2009	Forced Closure
New Year's Break	Tuesday, December 29, 2009	Forced Closure
New Year's Break	Wednesday, December 30, 2009	Forced Closure
New Year's Eve	Thursday, December 31, 2009	Holiday

Friday, January 1, 2010 will be a **Holiday** on the 2010 Holiday Calendar. All administrators and staff are required to report back to work on **Monday, January 4, 2010**. Faculty members will follow the university calendar as listed in the Catalog.