

TO: ALL ADMINISTRATORS AND STAFF

FROM: Charlene Abbott-Human Resources Manager

DATE: December 8, 2006

RE: HOLIDAY SCHEDULE FOR 2007

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 2007 with forced closure dates. The university will observe 14 holidays and 9 forced closure days.

New Year's Day	Monday, January 1, 2007	Holiday
New Year's Holiday	Tuesday, January 2, 2007	Forced Closure
Martin Luther King Day	Monday, January 15, 2007	Holiday
Mardi Gras Holiday	Monday, February 19, 2007	Holiday
Mardi Gras Holiday	Tuesday, February 20, 2007	Holiday
Mardi Gras Break	Wednesday, February 21, 2007	Forced Closure
Good Friday Holiday	Friday, April 6, 2007	Holiday
Easter Break	Monday, April 9, 2007	Forced Closure
Memorial Day Holiday	Monday, May 28, 2007	Holiday
4 <sup>th</sup> of July Holiday	Wednesday, July 4, 2007	Holiday
Labor Day Holiday	Monday, September 3, 2007	Holiday
Thanksgiving Break	Wednesday, November 21, 2007	Forced Closure
Thanksgiving Holiday	Thursday, November 22, 2007	Holiday
Thanksgiving Holiday	Friday, November 23, 2007	Forced Closure
Christmas Break	Wednesday, December 19, 2007	Forced Closure
Christmas Break	Thursday, December 20, 2007	Forced Closure
Christmas Holiday	Friday, December 21, 2007	Holiday
Christmas Holiday	Monday, December 24, 2007	Holiday
Christmas Holiday	Tuesday, December 25, 2007	Holiday
Christmas Holiday	Wednesday, December 26, 2007	Holiday
Christmas Break	Thursday, December 27, 2007	Forced Closure
Christmas Break	Friday, December 28, 2007	Forced Closure
New Year's Eve	Monday, December 31, 2007	Holiday

All administrators and staff are required to report back to work on Wednesday, January 2, 2008. Faculty members will follow the university calendar as listed in the Catalog.

Tuesday, **January 1, 2008** will be a **Holiday** on the **2008 Holiday Calendar**.