

TO: Vice Presidents
 Executive Director for Enrollment Management
 Associate Vice Presidents for Academic Affairs
 Deans
 Dining Services Manager
 Human Resources Director
 Director of Facilities
 Public Relations

FROM: Kent J. Smith, Jr., Ph.D.
 President

DATE: August 29, 2017

SUBJECT: 2017-2018 HOLIDAY SCHEDULE--CEREMONIAL OCCASIONS PROGRAM DATES

We are pleased to provide you with the holiday schedule and Ceremonial Occasions program dates for your information. *Please note the following and communicate this information to all personnel under your jurisdiction.* This schedule does not apply to all personnel and contractors. Some areas must function during the holidays (Facilities, Police Department, Housing Services, etc.). It is the responsibility of the chief administrative officers of each division to see that the work is fully covered as appropriate.

2017-2018 HOLIDAY SCHEDULE

LABOR DAY	September 4, 2017
THANKSGIVING BREAK	November 20-24, 2017
WINTER BREAK	December 16, 2017-January 1, 2018 (Business will close December 15, 2017 at 5:00 p.m.) (Business will resume January 2, 2018 at 8:00 a.m.)
MARTIN LUTHER KING	January 15, 2018
SPRING BREAK	March 19-23, 2018*
MEMORIAL DAY	May 28, 2018
INDEPENDENCE DAY	July 4, 2018
SUMMER HOURS OBSERVED	June 4 – July 27, 2018

CEREMONIAL OCCASIONS PROGRAM DATES

FORMAL OPENING CONVOCATION	September 21, 2017
INTERNATIONAL DAY	October 12, 2017
HOMECOMING	October 21, 2017
HOLIDAY CONCERT	November 30, 2017
IRA & RUBY HALL LECTURE SERIES	March 6, 2018
FOUNDERS DAY	March 8, 2018
ANNUAL HONORS DAY	April 12, 2018
COMMENCEMENT	May 12, 2018
SERVICE RECOGNITION LUNCHEON	May 14, 2018

URBAN CAMPUSES

LU-Tulsa Honors Ceremony	April 19, 2018
LU-OKC Graduate Recognition & Celebration	May 8, 2018
LU-Tulsa Graduation Ceremony	May 10, 2018

*During Spring Break two days of administrative leave will be given to all twelve month employees. When approving administrative leave for your employees, keep in mind that **all offices are to remain open during normal business hours.** In addition, administrative leave for Spring Break is not transferable. It must be taken March 19 – 23, 2018.

FIND THE LION IN YOU