



TO: Vice Presidents  
Assistant/Associate Vice Presidents  
Deans  
Public Relations  
Athletics  
LUPD  
Aladdin Food Services  
HES Facilities Management

FROM: Ruth Ray Jackson, Ph.D. *RRJ*  
Interim President

DATE: July 26, 2023

SUBJECT: 2023-2024 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.

**2023-2024 HOLIDAY SCHEDULE**

LABOR DAY	September 4, 2023
FALL BREAK	October 23, 2023 (8 hours of administrative leave will be given.)
THANKSGIVING BREAK	November 20-24, 2023
WINTER BREAK	December 18, 2022-January 1, 2024 (Business will close December 15, 2023 at 5:00 p.m.) (Business will resume January 2, 2024 at 8:00 a.m.)
DR. MARTIN LUTHER KING, JR.	January 15, 2024
SPRING BREAK	March 18-22, 2024*
MEMORIAL DAY	May 27, 2024
JUNETEENTH OBSERVED	June 19, 2024 (8 hours of administrative leave will be given. Employees will need to make up 2 hours.)
INDEPENDENCE DAY OBSERVED	July 4, 2024 (8 hours of administrative leave will be given. Employees will need to make up 2 hours.)
SUMMER HOURS OBSERVED	May 20 - July 15, 2024

**CEREMONIAL OCCASIONS PROGRAM DATES**

FORMAL OPENING CONVOCATION	August 17, 2023
HOMECOMING	October 15-21, 2023
FALL CONCERT	November 9, 2023
IRA & RUBY HALL LECTURE SERIES	February 6, 2024
FOUNDERS' DAY	March 7, 2024
ANNUAL HONORS DAY	April 4, 2024
SERVICE RECOGNITION PROGRAM	April 11, 2024
MUSIC DEPARTMENT SPRING CONCERT	April 16, 2024
COMMENCEMENT	May 4, 2024

**URBAN CAMPUSES**

LU-Tulsa Annual Honors Program (evening)	April 6, 2023
LU-OKC Graduate Reception	April 30, 2024
LU-Tulsa Graduate Reception	May 2, 2024

\*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 18-22, 2024.

**FIND THE LION IN YOU**