

TO: All Employees

FROM: Office of the President

DATE: December 19, 2018

RE: **REVISED** 2018-19 INSTITUTIONAL HOLIDAY CALENDAR

The following Holidays will be observed by West Liberty for the 2018-19 Fiscal Year:

Wednesday, July 4, 2018 Independence Day

Monday, September 3, 2018 Labor Day

Wednesday, November 21, 2018\*\* Day before Thanksgiving (general election day observed)

Thursday, November 22, 2018 Thanksgiving Day

Friday, November 23, 2018\*\* Day after Thanksgiving

Wednesday, December 5, 2018\* In honor of George Herbert Walker Bush

Friday, December 21, 2018\* ½ Christmas Eve Proclamation and

½ New Year’s Eve Proclamation

Monday, December 24, 2018\*\* ½ Winter Holiday\*\* and ½ Proclamation\*

Tuesday, December 25, 2018 Christmas Day

Wednesday, December 26, 2018\*\* Winter Holiday

Thursday, December 27, 2018\*\* Winter Holiday

Friday, December 28, 2018\*\* Winter Holiday

Monday, December 31, 2018\* ½ Winter Holiday\*\* and ½ Proclamation\*

Tuesday, January 1, 2019 New Year’s Day

Monday, January 21, 2019 Martin Luther King Jr. Day

Monday, May 27, 2019 Memorial Day

\*\*President of West Liberty University designated holiday. (Full Day)

\* Proclamations by the Governor

Should the Governor declare any day(s) that would modify the above listed calendar; an announcement would be made regarding such modification (s) at the earliest opportunity. Please refer questions to the Human Resources Department at Ext. 8029.

cc: Human Resources

 HEPC Chancellor