



2019 HOLIDAY SCHEDULE

ANDERSON UNIVERSITY administrative offices will observe the following holidays in 2019:

New Year's Day	Tuesday, January 1
MLK Day	Monday, January 21
Good Friday	Friday, April 19
Memorial Day	Monday, May 27
Independence Day	Thursday, July 4
Labor Day	Monday, September 2
Mid-Fall Break	Thursday, October 10 and Friday, October 11
Thanksgiving Holiday	Thursday, November 28 and Friday, November 29
Christmas Holiday	Monday, December 23 through Friday, December 27, 2019

Administrative offices will close at 5:00 p.m. on Friday, December 20, 2019 and reopen on Monday, December 30, 2019.

Persons wishing additional time off during any holiday should make arrangements with their supervisor. Such requests for time off and use of Paid Time Off (PTO) will be granted according to departmental practices and staffing requirements. For more information on Holidays and PTO, please refer to the [Benefit Handbook](#).

This schedule is subject to change if deemed necessary by the university administration. **The 2019 holiday schedule was increased by 4 days anticipating a realignment of the paid time off policy in the first quarter of 2019.** Please contact the Office of Work Life Engagement if you have any questions or concerns regarding the holiday schedule.

Tim States
Director of Work Life Engagement