



DEPARTMENT OF
HUMAN RESOURCES

DATE: May 2, 2016
TO: Department Heads
FROM: Dr. Charles Azebeokhai
Chief Human Resources Officer
SUBJECT: **HOLIDAY SCHEDULE 2016-2017**

Charles Azebeokhai

The holiday schedule for 2016-2017 is listed below:

Monday, July 4	Independence Day
Monday, September 5	Labor Day
Thursday, November 24	Thanksgiving
Friday, November 25	Thanksgiving
Wednesday, December 21	In lieu of Employee's Birthday
Thursday, December 22	In lieu of Veteran's Day Leave
Friday, December 23	Christmas Eve
Monday, December 26	Christmas Day
Tuesday, December 27	Charged to Annual Leave
Wednesday, December 28	Charged to Annual Leave
Thursday, December 29	Charged to Annual Leave
Friday, December 30	Charged to Annual Leave
Monday, January 2	New Year's Day
Monday, January 16	Martin Luther King's Birthday
Friday, March 24 (Friday of Spring Break)	In lieu of President's Day (George Washington's Birthday) and Daisy Gatson Bates' Day
Monday, May 29	Memorial Day

All UALR offices will be closed Wednesday, December 21, 2016, and reopen after the holiday break on Tuesday, January 3, 2017.

Please distribute this memorandum to all personnel in your unit or post it in an area accessible to all members of your staff.