

# 2025 CALENDAR

## CORE OFFICE HOURS AND HOLIDAY SCHEDULE

**College Core Office Hours:** College core office hours represent the minimum hours during which all offices are required to remain open. Some offices by necessity will have hours of operation that are earlier or later than the core hours.

### **Fall / Winter Core Office Hours**

August 4 through May 9

Monday through Thursday 8:00 a.m. - 4:30 p.m.

Friday 8:00 a.m. - 4:00 p.m.\*

\*The College will close on Fridays at 4:00 p.m.; there are no employee breaks during this day.

### **Spring / Summer Sustainability Schedule Core Office Hours**

May 12 through August 1

Monday through Thursday 7:30 a.m. – 5:30 p.m.

Friday Closed

**In respect to serving students, staff and guests, any variation by a department resulting in closure during the college core hours must be authorized by the President's Cabinet.**

**Holiday Schedule:** The College will be closed in observance of the following holidays listed below.

**Martin Luther King Jr Day:** Monday, January 20

**Memorial Day:** Monday, May 26

**Independence Day:** Thursday, July 3

**Labor Day:** Monday, September 1

**Thanksgiving:** The College will close for the official Thanksgiving holiday at 3:00 p.m. on Wednesday, November 26 and will reopen on Monday, December 1.

**Christmas/New Year's:** The College will be open on Tuesday, December 23, closing at 11:00 p.m. and reopening on Monday, January 5, 2026. The holidays will be recognized as December 24, 25, 31 and January 1.

**Part-time employees will receive pay when the holiday falls on their scheduled workday.**

**Facilities Management will follow the holiday schedule identified in their agreement.**