

MEMORANDUM

To: All Faculty and Staff

From: Kirk Walker 

Date: August 23, 2023

Re: 2023-24 Academic Year Holiday Schedule

Attached is a copy of the approved 2023-2024 Academic Year Holiday Schedule. The schedule reflects 16 total holidays.

A gentle reminder that the deadline for using Summer Fun-days Off (SFO) is November 11, 2023.

Please refer to the Human Resources website for more information about University Holidays.

The [Holiday Schedule](#) can be found on the Human Resources' website.

If you have any questions or comments regarding the holiday schedules, or about the SFO Program, please call the Human Resources department at ext. 1435.

Attachment

SOUTHWESTERN UNIVERSITY

SCHEDULE OF UNIVERSITY PAID HOLIDAYS SEPTEMBER 1, 2023 TO AUGUST 31, 2024

DAYS	DATE	HOLIDAY	SPECIAL NOTE
(1)	September 4, 2023 (Monday)	Labor Day	University offices* will close at 5:00 p.m. on Friday, September 1, 2023, and reopen on Tuesday, September 5, 2023.
(3)	November 22 through November 24, 2023 (Wednesday through Friday)	Thanksgiving	University offices* will close at 5:00 p.m. on Tuesday, November 21, 2023, and reopen on Monday, November 27, 2023.
(7)	December 22, 2023 through January 1, 2024 (Friday through Monday)	Winter Holiday Break	University offices* will close at 5:00 p.m. on Thursday, December 21, 2023, and reopen on Tuesday, January 2, 2024.
(1)	January 15, 2024 (Monday)	Dr. Martin Luther King Jr.'s Birthday (Observed)	University offices* will close at 5:00 p.m. on Friday, January 12, 2024, and reopen on Tuesday, January 16, 2024.
(1)	March 29, 2024 (Friday)	Good Friday	University offices* will close at 5:00 p.m. on Thursday, March 28, 2024, and reopen on Monday, April 1, 2024.
(1)	May 27, 2024 (Monday)	Memorial Day	University offices* will close at 5:00 p.m. on Friday, May 24, 2024, and reopen on Tuesday, May 28, 2024.
(1)	June 19, 2024 (Wednesday)	Juneteenth/ Emancipation Day	University offices* will close at 5:00 p.m. on Tuesday, June 18, 2024, and reopen on Thursday, June 20, 2024.
(1)	July 4, 2024 (Thursday)	Independence Day	University offices* will close at 5:00 p.m. on Wednesday, July 3, 2024, and reopen on Friday, July 5, 2024.

(16) Total Holidays for Academic Year 2023-2024

*Emergency personnel, Facilities Management employees, switchboard operators, and other University employees may be designated to work on one or more holidays. If so, these employees will either be provided with an alternative holiday day or paid holiday pay in accordance with the Staff Handbook.

The Summer Fun-days Off (SFO) program will follow the regular guidelines. Please refer to the Human Resources website for more information.