

MEMORANDUM

To: All Faculty and Staff

From: Lenora C. Chapman *Lenora C. Chapman*

Date: August 29, 2024

Re: 2024-25 Academic Year Holiday Schedule

Attached are copies of the approved 2024-2025 Academic Year Holiday Schedule. The schedule reflects 17 total holidays.

The Summer Fun-days Off (SFO) program is expected to follow the same guidelines as prior years. Please refer to the Human Resources website for more information.

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

The [Holiday Schedules](#) 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, 2024 TO AUGUST 31, 2025

DAYS	DATE	HOLIDAY	SPECIAL NOTE
(1)	September 2, 2024 (Monday)	Labor Day	University offices* will close at 5:00 p.m. on Friday, August 30, 2024, and reopen on Tuesday, September 3, 2024.
(3)	November 27 through November 29, 2024 (Wednesday through Friday)	Thanksgiving	University offices* will close at 5:00 p.m. on Tuesday, November 26, 2024, and reopen on Monday, December 2, 2024.
(8)	December 23, 2024 through January 1, 2025 (Monday through Wednesday)	Winter Holiday Break	University offices* will close at 5:00 p.m. on Friday, December 20, 2024, and reopen on Thursday, January 2, 2025.
(1)	January 20, 2025 (Monday)	Dr. Martin Luther King Jr.'s Birthday (Observed)	University offices* will close at 5:00 p.m. on Friday, January 17, 2025, and reopen on Tuesday, January 21, 2025.
(1)	April 18, 2025 (Friday)	Good Friday	University offices* will close at 5:00 p.m. on Thursday, April 17, 2025, and reopen on Monday, April 21, 2025.
(1)	May 26, 2025 (Monday)	Memorial Day	University offices* will close at 5:00 p.m. on Friday, May 23, 2025, and reopen on Tuesday, May 27, 2025.
(1)	June 19, 2025 (Thursday)	Juneteenth/ Emancipation Day	University offices* will close at 5:00 p.m. on Wednesday, June 18, 2025, and reopen on Friday, June 20, 2025.
(1)	July 4, 2025 (Friday)	Independence Day	University offices* will close at 5:00 p.m. on Thursday, July 3, 2025, and reopen on Monday, July 7, 2025.

(17) Total Holidays for Academic Year 2024-2025

*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.