

MEMORANDUM

To: All Faculty and Staff

From: Jennifer Charles *Jennifer Charles*

Date: August 25, 2025

Re: 2025-26 Academic Year Holiday Schedule

Attached are copies of the approved 2025-2026 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, 2025 TO AUGUST 31, 2026

DAYS	DATE	HOLIDAY	SPECIAL NOTE
(1)	September 1, 2025 (Monday)	Labor Day	University offices* will close at 5:00 p.m. on Friday, August 29, 2025, and reopen on Tuesday, September 2, 2025.
(3)	November 26 through November 28, 2025 (Wednesday through Friday)	Thanksgiving	University offices* will close at 5:00 p.m. on Tuesday, November 25, 2025, and reopen on Monday, December 1, 2025.
(8)	December 24, 2025 through January 2, 2026 (Wednesday through Friday)	Winter Holiday Break	University offices* will close at 5:00 p.m. on Tuesday, December 23, 2025, and reopen on Monday, January 5, 2026.
(1)	January 19, 2026 (Monday)	Dr. Martin Luther King Jr.'s Birthday (Observed)	University offices* will close at 5:00 p.m. on Friday, January 16, 2026, and reopen on Tuesday, January 20, 2026.
(1)	April 3, 2026 (Friday)	Good Friday	University offices* will close at 5:00 p.m. on Thursday, April 2, 2026, and reopen on Monday, April 6, 2026.
(1)	May 25, 2026 (Monday)	Memorial Day	University offices* will close at 5:00 p.m. on Friday, May 22, 2026, and reopen on Tuesday, May 26, 2026.
(1)	June 19, 2026 (Friday)	Juneteenth/ Emancipation Day	University offices* will close at 5:00 p.m. on Thursday, June 18, 2026, and reopen on Monday, June 22, 2026.
(1)	July 3, 2026 (Friday)	Independence Day	University offices* will close at 5:00 p.m. on Thursday, July 2, 2026, and reopen on Monday, July 7, 2026.

(17) Total Holidays for Academic Year 2025-2026

*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.