



**MEMORANDUM FROM
Office of the Chancellor**

DATE: May 15, 2016
TO: All Central Texas College District Employees
FROM: Mr. Jim Yeonopolus, Chancellor
SUBJECT: OFFICIAL COLLEGE HOLIDAYS FOR FY 2016-2017

Listed below are the official College District holidays for full-time employees for the next Fiscal Year 2016-2017. This schedule provides a total of twenty-five paid holidays for district employees to enjoy. Please celebrate them safely.

Holiday Calendar		
Holiday	Day of Week	Date(s) Observed
Labor Day	Monday	September 5, 2016
Veterans Day	Friday	November 11, 2016
Thanksgiving	Wednesday/Thursday/Friday	November 23-25, 2016
Christmas/New Year's Day		December 19, 2016-Jan. 2, 2017
M.L. King Day	Monday	January 16, 2017
Presidents' Day	Monday	February 20, 2017
Spring Break	Monday - Friday	March 13 - 17, 2017
Memorial Day	Monday	May 29, 2017
Independence Day	Tuesday	July 4, 2017

Some of our contracts may require that we observe a different holiday schedule. In those instances, our work schedule should compare to that of the customer. Any variations to this schedule will require prior approval of the operating units Dean.

Full-time employees must be employed by March 1st to be eligible for payment for the Spring Break holidays. Full-time employees must be employed by November 15th to be eligible for payment for the Thanksgiving and Christmas/New Year's holidays.

This memorandum is not applicable to CTCED employees employed under the Services Contract Act, where a specific wage determination applies. These employees will receive paid holidays in accordance with wage determination.

Supervisors will also ensure that all employees are provided appropriate time off from their duties to observe religious holidays.

**FOR STUDENTS OF
THE REAL WORLD**