



DATE: April 10, 2017
TO: All Central Texas College District Employees
FROM: Jim Yeonopolus, Chancellor
SUBJECT: OFFICIAL COLLEGE HOLIDAYS FOR FY 2017-2018

Listed below are the official College District holidays for full-time employees for the next Fiscal Year 2017-2018. This schedule provides a total of twenty-seven paid holidays for district employees to enjoy. Please celebrate them safely.

Holiday Calendar		
Holiday	Day of Week	Date(s) Observed
Labor Day	Monday	September 4, 2017
Veterans Day	Friday	November 10, 2017
Thanksgiving	Monday - Friday	November 20-24, 2017
Christmas/New Year's Day		December 18, 2017-January 1, 2018
M.L. King Day	Monday	January 15, 2018
Presidents' Day	Monday	February 19, 2018
Spring Break	Monday - Friday	March 12 – 16, 2018
Memorial Day	Monday	May 28, 2018
Independence Day	Wednesday	July 4, 2018

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 1st to be eligible for payment for the Thanksgiving and Christmas/New Year's holidays.

This memorandum is not applicable to CTCD 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.