

2024 UNIVERSITY HOLIDAY SCHEDULE

Note: Hourly paid employees covered under the Physical Plant Association Agreement or Police PTO/MLB policy should refer to those specific policies for guidance.

New Year's Day	Monday, January 1
Good Friday	Friday, March 29
Memorial Day	Monday, May 27
Independence Day	Thursday, July 4 and Friday, July 5*
Labor Day	Monday, September 2
Thanksgiving	Thursday, November 28 and Friday, November 29
Christmas	Monday, December 23* Tuesday, December 24 and Wednesday, December 25
New Year's Eve	Tuesday, December 31 and Wednesday, January 1 (2025 holiday)

2024 UNIVERSITY HOLIDAY SHUT-DOWN SCHEDULE

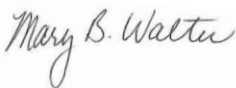
University shut-down (Shut-down days are not university holidays but are listed to provide additional information)	Thursday, December 26 Friday, December 27 and Monday, December 30
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The university will be officially closed December 26 through 30 to allow employees to enjoy additional time off to celebrate with family during the holidays. All essential functions of the university must continue to operate effectively during the extended break. These areas normally include but are not limited to the following divisions - Admission, Advancement, Police, Facilities Management, and others as deemed necessary. Please see your leadership for further clarification and schedule needs if applicable.

***July 5 AND December 23 are exceptions and are approved only for those eligible to follow the 2024 University Holiday Schedule.**

Please contact any member of the HR team at hure-mail@wittenberg.edu if you have questions.

Best Regards,



Mary Beth Walter
Chief Human Resources Officer and Deputy Title IX Coordinator