

2024 CALENDAR

CORE OFFICE HOURS AND HOLIDAY SCHEDULE

College Core Office Hours: College core office hours represent the minimum hours during which all offices are required to remain open. Some offices by necessity will have hours of operation that are earlier or later than the core hours.

Fall / Winter Core Office Hours

August 5 through May 10 -- the first week of spring semester

Monday through Thursday 8:00 a.m. - 4:30 p.m.

Friday 8:00 a.m. - 4:00 p.m.*

*The College will close on Fridays at 4:00 p.m.; there are no employee breaks during this day.

Spring / Summer Sustainability Schedule Core Office Hours

May 13 through August 2 -- the second week of spring semester

Monday through Thursday 7:30 a.m. – 5:30 p.m.

Friday Closed

In respect to serving students, staff and guests, any variation by a department resulting in closure during the college core hours must be authorized by the President's Cabinet.

Holiday Schedule: The College will be closed in observance of the following holidays listed below.

Martin Luther King Jr Day: Monday, January 15

Memorial Day: Monday, May 27

Independence Day: Thursday, July 4

Labor Day: Monday, September 2

Thanksgiving: The College will close for the official Thanksgiving holiday at 3:00 p.m. on Wednesday, November 27 and will reopen on Monday, December 2.

Christmas/New Year's: The College will be open on Friday, December 20, closing at 11:00 p.m. and reopening on Thursday, January 2, 2025. The holidays will be recognized as December 24, 25, 31 and January 1.

Part-time employees will receive pay when the holiday falls on their scheduled workday.

Facilities Management will follow the holiday schedule identified in their agreement.