

MEMORANDUM

To: All Faculty and Staff

From: Elma Benavides 

Date: August 15, 2022

Re: 2022-23 Academic Year Holiday Schedule

Attached is a copy of the approved 2022-2023 Academic Year Holiday Schedule. The schedule reflects 16 total holidays.

As a reminder, the deadline for using Summer Fun-days Off (SFO) has been extended to November 11, 2022.

Please refer to the Human Resources website for more information about University Holidays.

The Holiday Schedules can be found on the University's website at:
<https://www.southwestern.edu/human-resources/forms-handbooks-policies/>

If you have any questions or comments regarding the holiday schedules, please call the Human Resources department at ext. 1435.

Attachment

SOUTHWESTERN UNIVERSITY

SCHEDULE OF UNIVERSITY PAID HOLIDAYS SEPTEMBER 1, 2022 TO AUGUST 31, 2023

DAYS	DATE	HOLIDAY	SPECIAL NOTE
(1)	September 5, 2022 (Monday)	Labor Day	University offices* will close at 5:00 p.m. on Friday, September 2, 2022, and reopen on Tuesday, September 6, 2022.
(3)	November 23 through November 25, 2022 (Wednesday through Friday)	Thanksgiving	University offices* will close at 5:00 p.m. on Tuesday, November 22, 2022, and reopen on Monday, November 28, 2022.
(7)	December 23, 2022 through January 2, 2023 (Friday through Monday)	Winter Holiday Break	University offices* will close at 5:00 p.m. on Thursday, December 22, 2022, and reopen on Tuesday, January 3, 2023.
(1)	January 16, 2023 (Monday)	Dr. Martin Luther King Jr.'s Birthday (Observed)	University offices* will close at 5:00 p.m. on Friday, January 13, 2023, and reopen on Tuesday, January 17, 2023.
(1)	April 7, 2023	Good Friday	University offices* will close at 5:00 p.m. on Thursday, April 6, 2023, and reopen on Monday, April 10, 2023.
(1)	May 29, 2023 (Monday)	Memorial Day	University offices* will close at 5:00 p.m. on Friday, May 26, 2023, and reopen on Tuesday, May 30, 2023.
(1)	June 19, 2023 (Monday)	Juneteenth/ Emancipation Day	University offices* will close at 5:00 p.m. on Friday, June 16, 2023, and reopen on Tuesday, June 20, 2023.
(1)	July 4, 2023 (Tuesday)	Independence Day	University offices* will close at 5:00 p.m. on Monday, July 3, 2023, and reopen on Wednesday, July 5, 2023.

(16) Total Holidays for Academic Year 2022-2023

*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 or paid holiday pay in accordance with the Staff Handbook.

Forms/calendar