



DATE: April 21, 2020
TO: Centenary Faculty and Staff
FROM: Christine Rosado
SUBJECT: **Administrative Holidays for 2020-2021**

We are pleased to announce the holiday schedule for the 2020-2021 Academic Year. This schedule is based on the University's fiscal year which begins on July 1, 2020. On weekdays when classes are scheduled, offices will be open.

For the fiscal year beginning July 1, 2020, Centenary University offices will be closed for the following holidays:

Schedule of Office Closings

Summer Friday half-days will run from June 5 through August 7, 2020 with 12:00 closings and no lunch breaks.

2020

July 3 (Friday) Independence Day	1
September 7 (Monday) Labor Day	1
November 25 - 27 (Wednesday - Friday) Thanksgiving	3
December 23 - January 1 (Winter Break)	8

2021

April 2 - Good Friday	1
May 28 - 31 (Friday & Monday) Memorial Day	2

TOTAL 16

While it is our hope that everyone gets to enjoy the Summer Friday schedule, this is not a guarantee. There may be occasions when you will be required to work a full day on Friday because of your job responsibilities or other university requirements.

Should you have any questions about the holiday schedule, please contact the Human Resources Department at x2332.