



DATE: March 4, 2022 (Updated 12-12-22)
TO: Centenary Faculty and Staff
FROM: Christine Rosado
SUBJECT: **Administrative Holidays for 2022-2023**

We are pleased to announce the holiday schedule for the 2022-2023 Academic Year. This schedule is based on the University's fiscal year which begins on July 1, 2022. On weekdays when classes are scheduled, offices will be open.

For the fiscal year beginning July 1, 2022, Centenary University offices will be closed for the following holidays:

Schedule of Office Closings

Summer Fridays off will run from June 10 through August 5, 2022

Floating Holidays	2
<i>Floating Holidays will be added to the paid time off balance in ADP for eligible employees.</i>	

2022

July 4 (Monday) Independence Day	1
September 5 (Monday) Labor Day	1
November 23 - 25 (Wednesday - Friday) Thanksgiving	3
December 23 - January 2 (Winter Break)	7

2023

January 16 (Monday) Martin Luther King Day	1
April 7 - Good Friday	1
May 26 - 29 (Friday & Monday) Memorial Day	2

TOTAL 18

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.