



DATE: March 27, 2023  
TO: Centenary Faculty and Staff  
FROM: Christine Rosado  
SUBJECT: **Administrative Holidays for 2023-2024**

We are pleased to announce the holiday schedule for the 2023-2024 Academic Year. This schedule is based on the University's fiscal year which begins on July 1, 2023. On weekdays when classes are scheduled, offices will be open.

For the fiscal year beginning July 1, 2023, Centenary University offices will be closed for the following holidays:

### Schedule of Office Closings

**Summer Fridays off will run from June 9 through August 4, 2023.**

Floating Holiday	1
<i>Floating Holidays will be added to the paid time off balance in ADP for eligible employees.</i>	

#### 2023

July 4 (Tuesday) Independence Day	1
September 4 (Monday) Labor Day	1
November 22 - 24 (Wednesday - Friday) Thanksgiving	3
December 22 - January 1 (Winter Break)	7

#### 2024

January 15 (Monday) Martin Luther King Day	1
March 29 - Good Friday	1
May 24 - 27 (Friday & Monday) Memorial Day	2

**TOTAL 17**

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.