

MEMORANDUM

TO: Hendrix College Staff  
FROM: Vicki Lynn  
Human Resources  
RE: 2024-2025 Staff Holiday and Summer Work Schedule  
DATE: May 4, 2024

Summer is approaching and, as in years past, we will adjust our hours to give you all a little extra time in the summer – this is just one way for us to say thanks for all that you do for the Hendrix Community!

Administrative offices will have the option of changing to a schedule of regular office hours of 8:00 a.m. to 4:00 p.m. (with a one-hour lunch break) during the summer break. Official dates for this schedule are May 13, 2024 through August 18, 2024 (returning to regular work hours on Monday, August 19, 2024). Office hours should be posted in a visible location for the benefit of campus visitors. The telephone answering system on the main switchboard will include a message specifying office hours. Voice mail answering messages in individual offices also should be changed appropriately. **It may be necessary to vary work hours at times, depending upon the needs of the individual offices. Department heads have the authority to do so at their discretion. Flexibility will remain key in planning for the re-opening of classes. Please remember that Hendrix College reserves the right to change, add or delete benefits and policies as necessary.**

Staff holidays for the 2024-2025 academic year will be as shown below beginning with September 2024. Several staff have requested us to include June and July of the previous year since the list is usually released in May of each year. I hope you will find this easier to keep up with the holidays on one sheet.

Juneteenth	June 21, 2024 (Celebrated the 3 <sup>rd</sup> Friday in June for 2024)
Independence Day	July 4, 2024 (Thursday)
Labor Day	September 2, 2024 (Monday - Food Service will remain open)
Thanksgiving	November 27-29, 2024 (Close at 5:00 p.m. on Tuesday, November 26; reopen Monday, December 2)
Christmas/New Year	December 19, 2024-January 5, 2025 (Close at 5:00 p.m. on Wednesday, December 18, re-open Monday, January 6, 2025)
MLK Celebration	January 20, 2025
Spring Break	March 26-28, 2025 (Wednesday-Friday)
Memorial Day	May 26, 2025 (Monday)
Juneteenth	June 19, 2025 (Thursday)
Independence Day	July 4, 2025 (Friday)

Thank you again for your hard work – we greatly appreciate it. Hope you enjoy the extra time!