

UPDATED MEMORANDUM

TO: Hendrix College Employees
FROM: Human Resources
RE: 2022-2023 Staff Holiday and Summer Work Schedule
DATE: July 12, 2022

As you know, we provided a new holiday last year – Juneteenth to occur on the third Friday of June to match current providers. Since then, Juneteenth has been approved as a federal holiday (on the Monday after we initially approved). We have received requests to make the Juneteenth line up with the federal holiday as many daycares close on federal holidays, putting a strain on employees with children.

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 16, 2022, through August 12, 2022 (returning to regular work hours on Monday, August 15, 2022). Office hours should be posted in a visible location for the benefit of campus visitors. The telephone answering system at 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.**

Staff holidays for the 2022-2023 academic year will be as follows:

Labor Day	September 5, 2022 (Monday - Food Service will remain open)
Thanksgiving	November 23-25, 2022 (Close at 5:00 p.m. on Tuesday, November 22; reopen Monday, November 28)
Christmas/New Year	December 21, 2022-January 6, 2023 (Close at 5:00 p.m. on Tuesday, December 20; reopen Monday, January 9)
MLK Celebration	January 16, 2023 (Monday)
Spring Break	March 22-24, 2023 (Wednesday-Friday)
Memorial Day	May 29, 2023 (Monday)
Juneteenth	June 19, 2023 (Monday)
Independence Day	July 4, 2023 (Tuesday)

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