

MEMORANDUM

TO: Hendrix College Staff
FROM: Britni Rush
Human Resources
RE: 2025-2026 Holiday and Summer Work Schedule
DATE: February 7, 2025

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 19, 2025, through August 1, 2025 (returning to regular work hours on Monday, August 3, 2025). 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. Please remember that Hendrix College reserves the right to change, add or delete benefits and policies as necessary.**

Juneteenth	June 19, 2025
Independence Day	June 30-July 4, 2025
Labor Day	September 1, 2025
Thanksgiving	November 26-28, 2025
Christmas/New Year	December 22, 2025-January 2, 2026
MLK Celebration	January 19, 2026
Memorial Day	May 25, 2026

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