

MEMORANDUM

TO: Hendrix College Staff
FROM: Britni Rush
Human Resources
RE: 2026-2027 Holiday and Summer Work Schedule
DATE: February 18, 2026

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 18, 2026, through July 31, 2026 (returning to regular work hours on Monday, August 3, 2026). 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, 2026
Independence Day	June 29-July 3, 2026
Labor Day	September 7, 2026
Thanksgiving	November 25-27, 2026
Christmas/New Year	December 21, 2026-January 1, 2027
MLK Celebration	January 18, 2027
Memorial Day	May 31, 2027

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