

## MEMORANDUM

TO: Hendrix College Staff  
FROM: Vicki Lynn  
Human Resources  
RE: 2023-2024 Staff Holiday and Summer Work Schedule  
DATE: May 4, 2023

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 15, 2023 through August 11, 2023 (returning to regular work hours on Monday, August 14, 2023). 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.**

Staff holidays for the 2023-2024 academic year will be as follows:

Labor Day	September 4, 2023 (Monday - Food Service will remain open)
Thanksgiving	November 22-24, 2023 (Close at 5:00 p.m. on Tuesday, November 21; reopen Monday, November 27)
Christmas/New Year	December 20, 2023-January 5, 2024 (Close at 5:00 p.m. on Tuesday, December 19, re-open Monday, January 8, 2024)
MLK Celebration	January 15, 2024
Spring Break	March 20-22, 2024 (Wednesday-Friday)
Memorial Day	May 27, 2024 (Monday)
Juneteenth	June 21, 2024 (Celebrated the 3 <sup>rd</sup> Friday in June each year)
Independence Day	July 4, 2024 (Thursday)

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