**McPHERSON COLLEGE**

**2019 – 2020 Staff Holiday Schedule**



**College administrative offices will be closed on the following days:**

**Independence Day Thursday, July 4, 2019**

**Labor Day Monday, September 2, 2019**

**Thanksgiving Wednesday, November 27, 2019 Thursday, November 28, 2019**

 **Friday, November 29, 2019**

**Christmas Tuesday, December 24, 2019**

**Wednesday, December 25, 2019**

**Thursday, December 26, 2019**

**Friday, December 27, 2019**

**Monday, December 30, 2019**

**Tuesday, December 31, 2019**

**New Year’s Wednesday, January 1, 2020**

**Martin Luther King, Jr. Day Monday, January 20, 2020**

**Good Friday Friday, April 10, 2020**

**May Day (All Schools Day) Friday, May 8, 2020**

**Memorial Day Monday, May 25, 2020**

The employee's birthday, or another day of the employee's choice, may also be taken during the current fiscal year.

The College has certain operational matters that must be cared for even during the holiday season (for example, heating facilities, processing of mail in admissions and advancement, prospective student visits, and other college activities). Employees working in departments that require some level of coverage during a holiday period will be expected to work with the supervisor to establish a schedule that provides for the needed coverage and allows for employees to take time off. The comparable time off may be given after the college holiday.

**3.18.2019**