**McPHERSON COLLEGE**

**2020– 2021 Staff Holiday Schedule**



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

**Independence Day Friday, July 3, 2020**

**Thanksgiving Wednesday, November 25, 2020 Thursday, November 26, 2020**

 **Friday, November 27, 2020**

**Christmas Thursday, December 24, 2020**

**Friday, December 25, 2020**

**Monday, December 28, 2020**

**Tuesday, December 29, 2020**

**Wednesday, December 30, 2020**

**Thursday, December 31, 2020**

**New Year’s Friday, Jan 1, 2021\***

**Martin Luther King, Jr. Day Monday, January 18, 2021**

**Good Friday Friday, April 2, 2021**

**All Schools Day Friday, May 14, 2021\***

**Memorial Day Monday, May 31 2021**

**Administrative offices will be open on Monday, September 7, 2020 as classes will be held.**

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 employees to take time off.

\*Additionally, some departments may be asked to work January 1, 2021 as interterm begins Jan 4, 2021 and May 14, 2021 as commencement is scheduled for May 16, 2021. Comparable time off will be given after the college holiday.

5.26.2020