**McPHERSON COLLEGE**

**2021– 2022 Staff Holiday Schedule**



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

**Independence Day Monday, July 5, 2021**

**Labor Day Monday, September 6, 2021**

**Thanksgiving Wednesday, November 24, 2021 Thursday, November 25, 2021**

 **Friday, November 26, 2021**

**Christmas Thursday, December 23, 2021**

**Friday, December 24, 2021**

**Monday, December 27, 2021**

**Tuesday, December 28, 2021**

**Wednesday, December 29, 2021**

**Thursday, December 30, 2021**

**New Year’s Friday, December 31, 2021**

**Martin Luther King, Jr. Day Monday, January 17, 2022**

**Good Friday Friday, April 15, 2022**

**All Schools Day Friday, May 13, 2022**

**Memorial Day Monday, May 30, 2022**

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.

3.30.2021