**McPHERSON COLLEGE**

**2022– 2023 Staff Holiday Schedule**



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

**Independence Day** **Monday, July 4, 2022**

**Labor Day Monday, September 5, 2022**

**Thanksgiving**  **Wednesday, November 23, 2022** **Thursday, November 24, 2022**

 **Friday, November 25, 2022**

**Christmas**  **Friday, December 23, 2022**

**Monday, December 26, 2022**

**Tuesday, December 27, 2022**

**Wednesday, December 28, 2022**

**Thursday, December 29, 2022**

**Friday, December 30, 2022**

**New Year’s**  **Monday, January 2, 2023**

**Martin Luther King, Jr. Day** **Monday, January 16, 2023**

**Good Friday** **Friday, April 7, 2023**

**All Schools Day** **Friday, May 12, 2023**

**Memorial Day** **Monday, May 29, 2023**

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.

4/29/2022